**CURRICULUM VITAE**

**PERSONAL DETAILS**

**NAME**  : GRACE

**NATIONALITY** : KENYAN

**VISA STATUS** : VISIT

**GENDER** : FEMALE

**MARITAL STATUS** : SINGLE

[Grace.361283@2freemail.com](mailto:Grace.361283@2freemail.com) I

**APPLICATION FOR THE POSITION OF OFFICE ASSISTANT CUM ACCOUNTANT .**

**CAREER OBJECTIVE**

To work in an organization that calls for a high dedication and implementation of projects in any kind of situation as may be directed by my employer for company achievements and expansion of its business.

**PERSONAL ATTRIBUTE**

Performance oriented; strongly self-motivated, able to work under minimal supervision, ability to work under pressure with ample perseverance and ability to meet deadlines, goal driven and responsible for self-development and a team player with good leadership skills.

**WORKING EXPERIENCE**

Receptionist Petanns Driving School

**Jan 2014 - Dec 2015**

**Responsibilities**:

* To undertake front of house duties, including meeting, greeting and attending to the needs of clients, to ensure a superb customer service experience.
* To build a good rapport with all clients and resolve any complaints/issues quickly to maintain high quality customer service.
* To deal with clients requests to ensure a comfortable and pleasant stay.
* To assist in dealing with customer complaints in an effective and courteous manner, providing or seeking solutions as quickly as possible.
* To be responsible for accurate and efficient accounts and clients billing process
* To assist in keeping the reception area clean and tidy at all times.
* To undertake general office duties, including correspondence, emails, filing and switchboard, to ensure the smooth running of the reception area.
* To administer all routes of reservations to ensure that driving classes are made and recorded accurately.
* To ensure that all driving classes and cancellations are processed efficiently.
* To keep up to date with driving lessons and special offers to provide accurate information to clients

**ACCOUNTANT: Petanns driving school**

**JAN 2016-DEC 2016**

* Counting and recording the float before trading begins and upon close of trading.
* Receiving payments by cash, debit cards, foreign currencies and credit cards.
* Competing and recording transaction and ensuring 100% accuracy for all register transactions.
* Cash handling and safe custody of collected cash.
* Preparation of everyday sales report and revenue.

**Jan 2009 – Dec 2013 Kenyatta University (Degree in Finance)**

**Jan 2005 – Nov 2008 Kenya Certificate of Secondary Education.**

**HOBBIES AND INTERESTS**

* Swimming,dancing, travelling and socializing

**REFERENCE**

**Upon request**