

**Joshua**

[**Joshua.365260@2freemail.com**](mailto:Joshua.365260@2freemail.com)

**ACCOUNTS ASSISTANT**

**CAREER OBJECTIVE**

To make businesses more effective by having the ability to ascertain the costs and hence controlling the overhead costs. In return a profit-making Business is molded. Experience in audit helps in managing the business professionally. Highly focused with a comprehensive knowledge of how to maintain a professional look at the work station.

**PERSONAL INFORMATION**

Gender : Male

Nationality : Kenyan

Marital Status : Single

Visa Status : Visit

Languages : Native English Speaker

**PROFESSIONAL EXPERIENCE**

**Organization: Otorem insurance agency - Date: 2013 December – January 2017**

**Position**: **Accounts Assistant**

**Duties and responsibilities:**

* Dealing with customer enquiries by telephone, email, letter or face to face
* Applying for marketing funds and budgeting for it.
* Making quarterly budgets for the Agency and making sure it is adhered to.
* Sourcing for cost effective activations.
* Doing partnership with companies as cost cutting measure.
* Paying the financial advisors their salaries and commissions.
* Working the financial statements to gauge the profitability of the agency.
* Completing all administrative tasks and updating records.
* Using Word & Excel to write reports and create invoices.
* Updating and briefing the Directors on the overall performance of the business.

**Organization: Lexa Pharmaceuticals - Date: August 2008- September 2013**

**Position: Accountant**

**Duties and responsibilities:**

* Head of purchase and finance control.
* Pricing of stock.
* Credit control.
* Banking of sales proceeds and liaison between the bank and Lexa Pharmaceuticals.
* Supervision of all cash transactions.

**Organization: Edwin & Associates – Date: July 2007- Jan 2008**

**Position: Audit Assistant**

**Duties and Responsibilities:**

* Preparation of petty cash
* Preparation of client’s interim accounts
* Preparation of client final accounts
* Manage accounts to managers and directors
* Preparing profit and loss accounts for client

**EDUCATIONAL QUALIFICATIONS**

* 2015- **January- May: College of Insurance**

Certificate of Proficiency

Fundamentals and Long term insurance and customer sales and service

* 2007: **Vision Institute of Professionals**

Kenya Accounting Technician

Office administration and customer care, Taxation, Financial Accounting, Law, Costing, Statistics and I.T

* 1997 – 2000**: Barding secondary school**

Kenya certificate of secondary Education (Certificate)

**PERSONALITY TRAITS AND SKILLS**

* A good level of written and verbal communication skills.
* Adaptive to change and ability to multi-task.
* Able to work as part of a team and in a busy telephony environment.
* Ability to stay calm under pressure.
* Able to react quickly and effectively when dealing with challenging situations.
* Excels at multi-tasking in a fast-paced environment, completing projects within time.
* Dedication and ability to achieve results.

**References**

Upon request.