CURRICULUM VITAE

**Robert Nyantika Ondimu**

**P. O. Box 13212-20100**

**Nakuru, Kenya**

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**Profile Summary**

I am a dedicated and enthusiastic Accounting Technician and Certified Public Accountant with over three years experience in accounting. I hold a Bachelors degree in commerce (Finance option) and computer accounting packages certification, I have proven expertise in accounting for organizations. I am currently looking for a position in your organization where I can bring immediate value and help you attain your overall goals.

**Qualifications** The Catholic University of Eastern Africa

**Bachelor of Commerce (Finance Option) -2014**

Upper Second Class Honours

**Certified Public Accountant CPA (K) - 2011**

**Accounting Technician Certificate - 2005**

Kenya Certificate of Secondary Education (K.C.S.E) - 2002 Mean Grade C (minus)

**WORK EXPERIENCE**

**Construction Project - Eldoret**

**Project Accountant – *January 2015 to September 2016***

**Duties and Responsibilities**

* Preparation of project budgets
* Staffing and work plans to ensure smooth running of the project
* Preparation of pre-bills for project manager’s review and approval
* Purchase of construction materials
* Making payments to suppliers
* Reconciliation of project payments and materials
* Preparation of project financial reports i.e. expense reports, cashflow forecast and balance sheet
* Custodian of project materials
* Project petty cash management
* Supervision of the construction work
* Stakeholder management and support

**JAPARA LIMITED**

**Accountant - Eldoret, *January 2008 – September 2010***

**Duties and Responsibilities**

* Cash and cheque banking
* Book keeping-sales book(both cash and credit sales); purchase book and petty cash book
* Filling VAT 3 Returns, statutory; NSSF, NHHF and PAYE
* Preparation of monthly computer generated credit statements
* Preparation of monthly computer generated statements, attach invoices and dispatch to clients
* Filing statements and invoices received from suppliers
* Query management
* Reconciliation
* Preparation of monthly and quarterly management reports
* Preparation of year-end financial statement
* Petty cash management

**Key strengths**

* Strong analytical and interpersonal skills
* Team player
* Ability to work independently, meet deadlines and obtain results
* Detail oriented and flexible
* Strong interpersonal and communication skills
* Proficient in Quick Books and Ms. Office
* Problem solving skills.

**Interest and Hobbies**

* Reading relevant materials towards growing my profession
* Travelling to new places in search of new ideas

**REFEREES**:

1. Lindah Nakhumwa Wasike

Finance Manager, Operations

UAP Old Mutual Group

P.O. Box 30059-00100, Nairobi

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1. Charles Masese Anyona

Advocate - Mumias

Cell phone: +254 727 631 414

1. Mr. Amos Kamau

Pinnacle Business School-Accounts lecturer

Former Head of Accounts Department

Childcare International - Nakuru Kenya

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