

# VIVIAN ESENDI

## CURRICULUM VITAE

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## PERSONAL DETAILS:

**Name** : Vivian Esendi Amata

**Date of Birth** : 29<sup>th</sup> December 1987

**Gender** : Female

**Nationality** : Kenyan

## CAREER OBJECTIVES:

- To obtain a challenging position in a highly esteemed organization, utilizing my education and experience in accounting to reflect my education and experience, upholding efficiency and performing assigned tasks diligently and managing allocated resources effectively towards achievement of desired goals and advancing the skills acquired and practiced towards result oriented professional management.

## PERSONAL ATTRIBUTES

- Able to carry out assigned duties under pressure, prioritize matters and work within set deadlines.
- Self-driven, self-motivated and a team-player.
- Calm, cool and reassuring demeanor; readily appreciate the importance of good public relations and a passion for excellence in executing duties.
- A willingness to learn new skills and undertake further training.

## EDUCATIONAL BACKGROUND

DATE	INSTITUTION	QUALIFICATION
Jan 2013 – To date :	Eagle College of Professional Studies	C.P.A Section V & VI
Jan 2011 - Dec 2011 :	Eagle College of Professional Studies	C.P.A Sections III & IV
Jan 2009 - Dec 2009 :	Eagle College of Professional Studies	C.P.A Sections I & II
Jan 2008 - Dec 2008 :	K.C.A. University	A.T.C
Jan 2007 - April 2007:	K.C.A. University	Computer Applications
Jan 2002 - Oct 2005 :	Moi Girl's High School, Vokoli	KCSE (Attained B-)

## WORK EXPERIENCE

DATE	POSITION	ORGANISATION
Jan 2015 to date	Accountant	OSS Chemie (K) Industries Limited
<i>Roles and responsibilities</i>		

- Debt Collection
- Updating customer payments
- Updating VAT records for customers
- Noting underpayments and advising clients accordingly
- Reconciling customer accounts and sending out monthly statements
- Debtors ageing analysis
- Updating credit notes
- Updating postdated cheques
- Reconciling suppliers accounts
- Processing internal payments
- Bank reconciliations
- Petty cash accounting
- Fostering a good working relationship with suppliers

<b>DATE</b>	<b>POSITION</b>	<b>ORGANISATION</b>
<b>Jan 2014 to December 2014</b>	<b>Accountant</b>	<b>Shell Dynamic Petroleum</b>

***Roles and responsibilities***

- Bank Reconciliations
- Budget Preparation, implementation and monitoring
- Confirming and updating invoices, sales receipts and expenses
- Making bank deposits
- Petty cash reconciliation
- Preparation of general ledger, income statement, expenditure statement and balance sheet
- Preparation of monthly, quarterly and annual reports
- Preparation of payroll
- Preparing clients monthly statements
- Preparing VAT returns and ensuring timely payment
- Receiving payments
- Supervision of staff under my charge

<b>DATE</b>	<b>POSITION</b>	<b>ORGANISATION</b>
<b>Oct 2011 to Dec 2013</b>	<b>Accounts Assistant</b>	<b>Kenya Wildlife Service</b>

***Roles and responsibilities***

- Accounting for imprests
- Bank reconciliation and project accounting
- Carrying out general supplies ledger analysis
- Data capture and data entry
- Examination of field expenditure returns
- Handling and accounting for petty cash
- Invoicing
- Preparation of general ledger, balance sheet, income and expenditure statement
- Preparation of payment vouchers
- Reserve accounting

## ADDITIONAL SKILLS/ACTIVITIES/INTERESTS

- Charity work
- Current affairs
- Knowledge of M/S Office Users Specialist (M/S Word, M/S Excel, M/S Outlook, Internet)
- Participating in group activities
- Reading business journals and inspirational books
- Socializing
- Traveling
- Working knowledge of QuickBooks, Flex, Sage and Pastel

## REFEREES

1. Peris Wairimu  
Financial Controller, OSS Chemie (K) Industries Ltd  
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