**Rono Kipkorir,**

**P.O.Box 36, Longisa**

**Tel: 0721325934**  
**Email:** [**rono.kipkorir90@gmail.com**](mailto:rono.kipkorir90@gmail.com)

**Personal Information**  
Date of Birth: 21st January, 1990  
Marital Status: Single

**Career Profile**  
I am a highly motivated Accounting professional with 2 years’ experience at Kembu Secondary School, combining my Accounting and Financials skills to realize results. I have strong analytical skills with keen attention to detail and proactive currently seeking an Accounts/Finance position in an organization where I can realize my potential to the fullest, grow professionally and at the same time meet company goals.

**Professional Skills & Competencies**

* Good analytical skills in reading, comparing, and interpreting figures and data.
* Knowledge of Quick Books and advanced Excel skills
* Skills in initiating journals
* Statement reconciliation skills
* Advanced IT skills

**Educational Background**

* B.C.A College: Certified Public Accountant of Kenya (CPA 2) (To Date)
* Egerton University: Bachelor of Commerce – Finance Option, (year of 2014)
* St Benedict High School: Kenya Certificate of Secondary Education (KCSE Mean grade B Plain), (year of 2009)

**Work Experience**  
Job Title: Accounts Clerk  
Kembu Secondary School (February 2015 – To Date)

**Responsibilities**

* Updating school students records accurately and in a timely manner.
* Following up deduction schedules to ensure timely updates of students’ records.
* Reconciling students’ statements.
* Processing erroneous deductions and refunds.
* Initiating journals for members’ statements.
* Communicating to parents on the status of their accounts.

Job Title: Account Intern  
James Finlays Kericho Tea Factory (November 2014– February 2015)

**Responsibilities**

* Worked under my supervisor to perform the following
* Preparation of payment source documents (vouchers).
* Preparation of cheques for signing by authorized company signatories.
* Tracking spending to ensure they stick to budget line.
* Assist the Accountant in preparation of financial reports.
* Assist the Accountant in preparations for external audits.

**Interests & Hobbies**

* Filling Crossword Puzzles, Reading inspirational books, Sports

**Referees**  
please feel free to contact any of the following to get more information about me.

1. Stanley Rugut - Head Teacher- Kembu Secondary School  
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2. Felix Terer - Operations Manager DTB Bank Kericho  
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3. Christopher Kibet - Bomet County- Auditor

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