**FELIX MATHEI MAITHYA**

**CONTACT INFORMATION**

**NAME** : FELIX MATHEI MAITHYA

**ADDRESS** : 55-MAKUENI

**TELEPHONE** : 0713-571291

**EMAIL** : [mmaithyafelix@gmail.com](mailto:mmaithyafelix@gmail.com)

**PERSONAL INFORMATION**

**DATE OF BIRTH**: 14TH NOVEMBER 1993

**NATIONALITY** : KENYAN

**GENDER** : MALE

**CAREER OBJECTIVES**

To work in an enabling and challenging environment where my professional, talents and experience will have valuable application. I also aspire to be a hardworking, efficient and effective person while competent in all aspects of the challenging environment.

**WORK EXPERIENCE**

**Jan 2016- To date: Worked as an Accountant at KING’S**

**DEVELOPERS LTD (KDL).**

**Duties**: Posting Consumption Vouchers, Finished

Good Vouchers, Delivery Notes.

: Preparing Good Receipt Notes

: Preparing daily sales Report

: Preparing Costing Sheets.

: Updating and maintaining Payroll

: Issuing Pay slips to employees

: Making Sales Orders, Sales Invoices & Purchase Invoice

: Preparing Direct and indirect expense Report

: Ensuring profit and loss Account are balanced.

**Mar 2015-June 2015: Worked as an ASSISTANT ACCOUNTANT at Kenya Cooperative**

**Creameries (KCC)**

**Duties**: posting invoices, parking outgoing credit notes for customers

: Reconciliation bank accounts, managing of cashbook and petty cash

: Receiving bank cheques and making payments to customers

: Retrieving and inputting data in **SAP** as system

: Following and filling for ISO certification

: Filling and proper maintenance of financial records and reporting

: Dispatch and sorting of credit notes

**Nov 2010- Dec 2010: worked on busy Posho mill as cashier**

**Duties**: Receiving and recording cash flow

: Balancing books of records

**Jan2011-Dec 2011: worked in hotel as cashier**

**Duties**: Receiving and recording cash flow

: Maintaining proper financial records

**EDUCATION AND QUALIFICATIONS**

Jan 2015 – Dec 2015: Strathmore University

**CPA part II and CPA part lll**

Aug2014-Dec 2014: Royal Business School

**Accounting Packages (Quick Books)**

June 2013-June 2014: Strathmore University

**CPA part I section 2**

Jan2012- May 2013: Vision Institute of Professionals

**ATC 1& 2**

Jan 2011- May 2011: Nairobi Baptist Center

**Computer packages**

2007- 2010 Kalawa Boy’s High school

**Kenya Certificate of Secondary Education (KCSE)**

1998-2006 Ndauni Primary School

**Kenya Certificate of Primary Education (KCPE)**

**SKILLS**

**MICROSOFT OFFICE:** MS Word, Windows XP, Access, Publisher, Outlook, Excel.

**ACCOUNTING SKILLS**: Tally, Quick Books, SAP

**GRAPHIC:** PowerPoint,

**LANGUAGES:**  Excellent spoken and written English and Kiswahili

**LEADERSHIP:** Christian Union Treasure, Kalawa High School (2009-2010)

Dormitory Captain, Kalawa High School (2009-2010)

**INTERPERSONAL:** Gets along with people and is able to work well in a team.

**COMMUNICATION SKILLS**: Excellent communication skills; both verbal and written

**NUMERIC AND ANALYTICAL SKILLS:** Very competent in mathematical and analytical workmanship and can cope well with everyday situations requiring an understanding of information presented mathematically.

**INTERESTS**

**SPORT:** I enjoy a range of sporting activities including football

**PERSONAL ATTRIBUTES**

* Able to work under minimal supervision
* Honest, Responsible and Industrious
* Self-Motivated
* Flexible
* Ability to work in a team
* Results Oriented
* Quick learner

**REFEREES**

* Andrew Kinyua

Assistant Accountant at Kenya Cooperative Creameries (KCC)

Cell: 0722508746

* Devis Imbuka Beti

Lecturer Nairobi Aviation College

Cell; 0726-724398

* Jacob Ouko

Procurement Manager at King’s Developers Limited (KDL)

Cell: 0721568978