

# CURRICULUM VITAE

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## MOKUA STELLA GESARE

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### PERSONAL INFORMATION

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ID No. : 24674927  
Gender : Female  
Date of Birth : 27<sup>th</sup> September 1986  
Marital status: Married

### CAREER OBJECTIVES

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To broaden my career in Accounting and use my expertise in achieving the organization's goals

### AREAS OF SPECIALIZATION AND PROFESSION

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- Bachelor of Commerce (Accounting Option)

### EDUCATIONAL BACKGROUND

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Duration	Course	Institution	Qualification
2006-2009	Bachelor of Commerce (Accounting Option)	Jomo Kenyatta University of Agriculture and Technology	2 <sup>nd</sup> Upper
2002-2005	Kenya Certificate of Secondary Education	Karura SDA Secondary School	B (Plain)
1993 - 2010	Kenya Certificate of Primary Education	Kenyatta University Primary School	498 Marks

### PROFESSIONAL AND OTHER TRAININGS

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Duration	Course	Institution
2005	Computer Application Packages	Emmanex Computer Training College

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### CAPACITY AND COMPETENCES

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- Excellent mastery of data and database management using; Quick books, Pastel and Excel
- Excellent knowledge in both windows operating systems, Microsoft office applications
- Budget Planning; Procure to pay; Revenue to cash; Record to report and ICT to support
- Detail oriented and flexible

#### LEADERSHIP RESPONSIBILITIES AND CO-CURRICULAR ACTIVITIES

Date	Designation	Organization
2006-2009	Member/Secretary	Peer Counseling Group JKUAT
2008-2009	Player	Badminton JKUAT team
2006-2009	Member	JKUAT SDA Group

#### WORK EXPERIENCE

Duration	Organization	Designation	Responsibilities
April 2014-April 2016	WHO/TDR/IDRC Funded Climate Change Project	Assistant Accountant	<ul style="list-style-type: none"> <li>- Preparing payment vouchers and cheques for payments</li> <li>- Entry and controlling of accounting transactions using Excel</li> <li>- Filing and documentation</li> <li>- Preparing staff payroll and processing all statutory requirements</li> <li>- Maintaining accurate and orderly financial files, records and photocopied documents</li> <li>- Handling and accounting of petty cash</li> </ul>
August 2012-Feb 2013	Magharibi Hotel and Suites Management Ltd	Assistant Accountant	<ul style="list-style-type: none"> <li>- Preparing payment vouchers and cheques for payments</li> <li>- Receiving ,recording and banking all payments</li> <li>- Entry and controlling of accounting transactions using Excel</li> <li>- Preparing staff payroll and processing all statutory requirements</li> <li>- Safe keeping of ivoices,receipts and other accounting documents</li> <li>- Maintaining the cash book</li> <li>- Handling and accounting of petty cash</li> <li>- Monthly stock take</li> </ul>

June 2011- June 2012	Scripture Union Christian Book Centre	Assistant Accountant	<ul style="list-style-type: none"> <li>- Bank reconciliation</li> <li>- Entry and controlling of accounting transactions using QuickBooks accounting software</li> <li>- Filing and documentation</li> <li>- Preparing payment vouchers and cheques for payments,</li> <li>- Handling and accounting for Petty cash</li> <li>- Maintaining the cash book</li> <li>- Preparation of invoices and credit notes</li> <li>- Verification of delivery notes and cash sale receipts</li> <li>- Updating of debtors and creditors</li> </ul>
May 2010- May 2011	Nairobi Java House	Branch Accountant	<ul style="list-style-type: none"> <li>- Preparing monthly food cost report using Excel</li> <li>- Preparing wastage report for the branch</li> <li>- Regular stock take and reporting accordingly</li> <li>- Posting of inter-branch and inter-unit transfers</li> <li>- Reconciliation of supplier statements</li> <li>- Handling and accounting for Petty cash</li> <li>- Banking of daily sales</li> <li>- Receiving and Posting of supplier invoices to the system</li> <li>- Stores requisition from central stores using materials control (MC)</li> <li>- Stock variance analysis</li> </ul>

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## HOBBIES

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- Book reconciliations, Computers, and Internet
  - Community outreach activities
  - Discovery and exploring new places and reading articles
  - Badminton
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## REFEREES

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Purity Mwarania	Douglas Anyona	Dr.Oluoch Josephat Oluoch
Cell: +254 712442988	Cell: +254 725281710	Cell: +254722564952
General Manager,	Field Coordinator	Lecturer-School of Business
Scripture Union Centre	WHO/TDR/IDRC Funded Climate Change Project	Jomo Kenyatta University of Agriculture and Technology
P. O. Box 40717-00100,	P. O. Box 43834-00100,	P. O. Box 6436-00100,
Nairobi.	Nairobi.	Nairobi.

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