**CURRICULUM VITAE**

**VIDELIS OMWENGA ITEBA**

**ID NO.** **:** 29819297 **| RELIGION:** Christian **| NATIONALITY:** Kenyan **| GENDER:** Male **| DATE OF BIRTH:** 3rd May 1992 **|** **POSTAL ADDRESS:** C.O. ITEBA **| P.O BOX** 30095, Nairobi **| CELL PHONE:** +254 711 414 182 **|** **E-MAIL:**videlisomwenga@gmail.com

**CAREER OBJECTIVES**

To gain competitive skills in accounts and administration and any other relevant fields in the organization as well as benefit the organization in growth process and meeting their financial objectives in a timely manner.

Willing to give total support to the organization while having the knowledge and capacity that will lead towards achieving set goals and mutual benefit in line with standards in the demanding and changing business environment.

To work in an institution that allows me to maximize my skills and further my education for the mutual benefit of the institution and me.

**CAREER MISSION**

To work in a reputable corporate organization that is committed to quality products, services and customer care in order to gain firsthand experience in accounting and finance. I aspire to build my career in an economical department, in an effective and economical manner so as to professionally perform my duties in line with the objective of the employer.

**KEY PROFESSIONAL SKILLS**

Skills in web design

Knowledge of the Kenyan applicable laws

Conversant with various office machines

Proficiency in all computer applications and usage

Knowledge of generally accepted accounting principles

Knowledge of the basic principles and practices of accounting and financial analysis

Strong ability to read and understand information and ideas presented in writing and to apply general rules to specific problems to produce answers that make sense

**EDUCATION BACKGROUND**

2011-2014 - University of Nairobi: Bachelor of commerce, (Accounting option).

2007-2010 - Chesamisi High School: Kenya Certificate for secondary Education, B Plain.

1997-2006 - Kanduyi Primary School**:** Kenya Certificate for Primary Education, 370/500 marks.

**OTHER COURSES**

2016 - CPA (Part II).

2015 - Computerized Accounting: - QuickBooks.

2011 - (Private studies)**:** Web design.

2011 - African Institute of Research and Development: Computer Packages: - (Ms. Word, Excel, Access, PowerPoint, Adobe PageMaker, Publisher and Keyboarding &amp; Internet).

**WORK EXPERIENCE**

December 2015 to August 2016: Elegant Properties (Job)

Position: Assistant accountant

Duties:

Raising invoices

Managing ledgers

Processing expenses

Preparing VAT returns

Managing petty cash transactions

Preparing reports on debtors and creditors

Bank reconciliation, posting and balancing

Set up new suppliers and products on QuickBooks

Weekly wages, petty cash and other journal posting

To complete and maintain sales invoices and reports

June 2015 to November 2015: Moi University, College of Health Science (Internship).

Position: Assistant Accountant.

Duties:

Writing of payment vouchers

Posting and processing of imprest

Preparation of student fees analysis

File accounting documents including payment vouchers, receipts etc

Verify all supporting documentations before presenting for authorization

Assist in cashbook maintenance, general ledger and prepare management reports.

Maintain and file invoices and other payment documents for processing

Prepare payment vouchers with all supporting documents for suppliers due for payment

and submitting the same for approval

January 2015 to May 2016: Wire Products Limited, subsidiary company of IPS group of companies (Internship).

Position: Assistant Accountant

Duties:

Daily updating and continuous monitoring of customers’ accounts

Updating cashbook and performing monthly bank statement reconciliation

Assist in preparation of monthly and quarterly financial budgets and reports

Posting journal entries to the accounting system, filling and retrieving accounting records

Allocation of daily customer payment receipts to the respective client’s invoice in the

accounting system

Liaising with internal and external auditors to facilitate internal and external audit review

Preparation and reconciliation of suppliers’ statements of account for payment

Processing suppliers’ invoices, manual cheques and contract payments for approval by

Management

Timely filing and reconciliation of withholding tax, VAT, NSSF and NHIF returns on a monthly

basis

Raising Credit and Debit memos to the respective client account upon approval by the

management

Updating and review of debtors ageing report on a daily basis for control of credit sales to

clients

Processing credit and debit notes upon approval by the general manager

**OTHER ROLES**

A part time web designer

Member of the Kenyan Ice Hockey

Member of the Kenyan inline hockey skating club

Interest in environmental protection through garbage collection and planting trees

**HOBBIES AND INTERESTS**

Skating,

Reading,

Travelling,

Networking,

Community works,

Listening to music

**REFEREES**

**Mr. Raphael Onunga,**

Assistant Claims Analyst,

CIC Insurance group,

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