

# CURRICLUM VITAE

## CHARLES KYALLO KIOKO

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Email: kyallocharles.ck@gmail.com  
Date of Birth: 2nd April 1985  
Gender : Male.

- **EDUCATION BACKGROUND.**

- Bachelor of Business Management (Finance and Banking) Second class honours (upper division).
- Certified Public Accountant CPA (K)
- Accounting Technicians Certificate Examination.
- Kenya Certificate of Secondary Education.

- **WORKING EXPERIENCE.**

**Air Travel and Related Study Centre: From 2010 to 2012 as Accountant.**

- Updating system using quick book and ERP System.
- Bank reconciliation.
- Preparation of PAYE, NHIF and NSSF Return and filling.
- Payroll preparation.
- Preparation of pay slips.
- Receipting.
- Petty cash handling and filling.
- Preparing final book of account.

**County Park Hotel: From January 2013 to May 2012 as accountant.**

- Updating system using quick book and ERP System.
- Bank reconciliation.
- Preparation of PAYE, NHIF and NSSF Return and filling.
- Payroll preparation.
- Preparation of pay slips.
- Receipting.
- Petty cash handling and filling.
- Preparing final book of account.

## **Italian Brands Kenya Ltd: From 2013 to 2016 as accountant.**

- Updating system using quick book and Erp software.
- Bank reconciliation.
- Preparation of PAYE, NHIF and NSSF Return and filling.
- Payroll preparation.
- Preparation of pay slips.
- Receipting.
- Petty cash handling and filling.
- Preparation of VAT and online filling.
- Reconciliation of Both Debtor and Creditor.
- Collection and Banking.
- Invoicing.
- Raising credit and debit notes.
- Prepare books of the account for audit purposes.
- Preparation of creditor payment.
- Customer service.

### **• FUTURE CAREER OBJECTIVES.**

- I am seeking a competitive and challenging environment where I can serve your organization and establish a career for myself.

### **• STRENGTHS**

- Team building.
- Motivating people to achieve their goals.
- Task oriented.

### **• INTERESTS**

- Traveling.
- Listening to stories and Songs.

### **• REFEREES**

- 1 Mr. Edwin M. Muli  
Senior Accountant  
Cbm Organization  
Tel: 0725-175319

2 Ms Mary Njeri Kiarie  
Chief Accountant  
Air Travel and Related Studies Centre

Tel: 0722-665851.

3 Linda Muthoka  
Managing Director  
Italian Brands Kenya Ltd

Tel: 0720-819771