

CURRICULUM VITAE
KELVIN MUNALA AMBULI

PERSONAL INFORMATION.

NAME: Kelvin Munala Ambuli
DOB: 25th March 1990
NATIONALITY: Kenyan
LANGUAGES: English and Kiswahili (written and oral) fluent
RELIGION: Christian
MARITAL STATUS: Married
SEX: Male
CONTACT: 0723 899 114
ADDRESS: P.O Box 38-20300 NYAHURURU-KENYA
EMAIL: kmunala95@gmail.com

CO-COMPETENCE.

- Ability to present accounting information in a readable and understandable way.
- Collecting accounting information and prepare proper books of accounts.
- Carry out transaction in an honest, Integral and fair way.
- Possess good communication skills both written and oral.
- Work effectively in a team to the realization of its desired goals.
- Work under minimum supervision.
- I possess positive leadership and innovativeness.
- I possess excellent organization skills.

EDUCATIONAL BACKGROUND.

2008-2009: - RIDGEWAYS BOYS ACADEMY KCSE B-(minus)

2006-2007:- KISII HIGH SCHOOL

1997-2005:-*GUSII HIGHLIGHTS ACADEMY*

KCPE

371/500 marks

PROFESSIONAL BACKGROUND

15th June 2015-19th June 2015

KENYA UTALII COLLEGE

MDP (Investing and Financing Decisions for Hospitality Managers)

July 2011-Dec 2012:-

ABERDEEN COLLEGE OF ACCOUNTANCY

CPA (Finalist) Part 3 (Sec VI)

Oct 2010:-

VISIONS COLLEGE OF ACCOUNTANCY

Certificate of Computerized Accounting

WORK EXPERIENCE.

2014 March- to Date:-

Thomson`s Falls Lodge Nyahururu: - Hotel accountant

DUTIES AND RESPONSIBILITIES

- 1.) Monthly preparation and reconciliation of payroll
- 2.) Preparation and compilation of monthly and daily report i.e. Income Statements, Cash flow, Budget, Debtors and Creditors report
- 3.) Periodic and analytical reviews of reports
- 4.) Paying and submitting of statutory returns i.e. VAT, NSSF, NHIF, INCOME TAX
- 5.) Raising and monitoring of petty cash voucher and doing daily cash reconciliations Banking and doing bank reconciliations
- 6.) Implementation of budgetary allocations and control systems in the accounts department
- 7.) Collection of credits and payment of debt

ACHIEVEMENTS

- 1.) Setting and implementing a control system that is auditable, transparent and understandable to the end users
- 2.) Cost analysis in an aim to reduce wastage and avoiding sunk cost in the Hotel

2013 Dec-2014 Feb:-

CIC Insurance (Eldoret):- Accounts internship

1. Petty cash preparations and reconciliations.
2. Banking.
3. Conducting other office duties as directed by the supervisor.

REFEREES.

- 1) JACOB LUGADIRU
EX. CHIEF ACCOUNTANT
THOMSONS FALLS LODGE-NYAHURURU
CELL: 0723 897 954
- 2) ISAAC WANJALA
PRINCIPAL
VICTORY COLLEGE OF ACCOUNTANCY-ELDORET
CELL: 0721 157 261
- 3) PASTOR FRANCIS MAINA
SENIOR PASTOR
DELIVERANCE CHURCH NYAHURURU-LIVING WATERS CENTRE
CELL: 0720 878 941

