***Curriculum Vitae***

**Milcent Anyango Sayia**

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| **Bio Data** | **Gender:** Female  **Date of Birth:** 5th July 1989  **Nationality:** Kenyan |

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| **Personal Profile** | A confident, multi-skilled and capable professional in the field of Accounting having the ability to meet deadlines and complete tasks accurately and efficiently. I am able to meet client expectations in terms of efficiency, accuracy, timeliness and professionalism. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance and development of financial systems and accounting procedures. |

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| **Education** | |  |  | | --- | --- | | **Dec 2016-2017** | **CPA Part III** | | Vision Institute of Professional Studies |  |  |  | | --- | --- | | **Jan - June 2010** | **CPA Part II** | | Aberdeen College of Accountancy |  |  |  | | --- | --- | | **June - Dec 2009** | **CPA Part I, II** | | Kenya College of Accountancy |  |  |  | | --- | --- | | **2004 - 2007** | **Kenya Certificate of Secondary Education**  Attained: Grade B (Plain) | | Arap Moi Girls Shibuye High School |  |  |  | | --- | --- | | **1999 - 2003** | **Kenya Certificate of Primary Education**  Attained: Grade B- (Minus) | | Mahusi Primary School | |

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| **Skills** | * **Accounting Skills:** Knowledge of accounting and bookkeeping terminology and practices; Ability to understand and apply current accounting guidelines, system updates and revisions, and policy changes. * **Analysis and Numeracy**: Proficient at analyzing sets of accounts and financial reports. * **Analytical Skills**: Recognizes areas of weaknesses requiring improvements and makes recommendations to the management for consideration, approval and implementation. * **Communication Skills**: I am an excellent communicator who effectively conveys information both verbally and in writing. I am also a keen listener and gives prompt feedback. * **Planning and Organizing**: Ability to identify and prioritize activities and assignments, make necessary adjustments as required; foresee risks and allow for contingencies when planning. |

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| **Work Experience** | |  |  | | --- | --- | | **May 2016 to Date** | **Dusit D2 International-Nairobi** | | **Position:** General Cashier/Payroll Accountant  **Responsibilities:**   * Posting of Front Office Collection in SUN System. * Collecting, reconciling and Banking Credit Cards then posting in the Sun System. * Reconciling Deposit Received and Posting in the Sun system. * Helping in Payment Voucher Preparation. * Cash collection, reconciling and Banking. * Petty cash management. * Analysis of gain and losses in exchange rate. * Ensuring smooth cash flow for operations. * Working on payroll * Posting payroll journals in the system * Ensuring bank transfer sheets are approved and signed.  |  |  | | --- | --- | | **Feb 2016 – April 2016** | **The Panari Hotel, Nairobi** |   **Position:** General Cashier/Disbursement Accountant  **Responsibilities:**   * Posting of Front Office Collection in SUN System. * Collecting, reconciling and Banking Credit Cards then posting in the Sun System. * Reconciling Deposit Received and Posting in the Sun system. * Helping in Payment Voucher Preparation. * Cash collection, reconciling and Banking. * Petty cash management. * Analysis of gain and losses in exchange rate. * Ensuring smooth cash flow for operations. * Casual payments. | |  |  |  | | --- | --- | | **2012 – Jan 2016** | **The Panari Hotel, Nairobi** | | **Position:** Assistant Revenue Auditor  **Responsibilities:**   * Auditing the Revenue received. * Account allocation and reconciliation. * Casual verifications and preparing for their payments. * Posting of the Cheque journal. * Budget and Revenue analysis. * Revenue control checks. * Preparation of VAT and Training Levy. * Daily revenue reports, revenue analysis. * Bill Auditing. | |  |  |  | | --- | --- | | **July 2011** | **Mid Africa Hotel, Kitale** | | **Position:** Accounts Assistant  **Responsibilities:**   * Review expense reports and cash advances. * Prepare monthly account reconciliation analysis. * Post and maintain accounting documents in the database. * Ensure invoice payments. | | |

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| **Additional Information** | |  | | --- | | **Achievements**   * Won Best outstanding Employee Dusit D2 Nairobi in the month of June 2017. * Won Best Outstanding Employee in the month of December 2014 and Best Performance in the month of June/July at Panari hotel. | |

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| **Referees** | Bonface Barasa  Chief Accountant  Dusit D2 Nairobi  Telephone no:+254724226390  Charles Ondari  Credit Control Manager  Panari Hotel  Telephone no: +254 710 500 200  Gift Wakesho  Revenue Auditor  Panari Hotel  Telephone no: +254 713 355 872 |