**SHEM NYANGAU OGETO**.

**PERSONAL DETAILS**

Age : 26 years

Gender : Male

Nationality : Kenyan

I.D. No. : 28093018

Marital status : Married

Languages : English and Kiswahili (written and spoken)

Religion : Christianity

Address : 2509-40200 Kisii-Kenya

Cell phone : 0701432286/0770778541

E-mail : [shemogeto@yahoo.com/ shemogeto@gmail.com](mailto:shemogeto@yahoo.com/%20shemogeto@gmail.com)

**CAREER OBJECTIVES**

* To develop my career and further growth in my professional skills and personal satisfaction by utilizing my skills and ability to work for the growth of my employer and society and to ensure quality service delivery.
* To work in a challenging and stimulating environment where I can apply and enhance my knowledge and skills to serve the firm to the best of my efforts to ensure problems are solved amicably.

**EDUCATIONAL BACKGROUND**

Aug 2010-to-April 2014**:** Maasai Mara University

Bachelor of Business Management; Finance & banking option.

Second class (upper division)

Feb 2005 - Nov 2008**:** Kisii School.

Certificate of Secondary Education. Mean Grade K.C.S.E B+

Jan 1997- Nov 2004 **:**R.M Gudka Memorial Primary School.

Certificate of Primary Education K.C.P.E 390

**PROFESSIONAL QUALIFICATIONS**

C.P.A Part I completed June 2012

C.P.A Part II competed June 2013

C.P.A Part III. Attempted June 2014

**PERSONAL SKILLS**

* Interpersonal and cross-cultural skills
* Goal-setting and time management

**OTHER SKILLS:**

* Computer knowledge and usage: Kisii University College.

(Microsoft Computer Packages)

**WORKING EXPERIENCE**

**December 2016 to Present:** Accounts/Finance assistant at Kithure Kindiki and associates.

**September 2015 to June 2016:** As chief cashier at Tusker Mattresses Ltd, United branch in Kisumu.

**Responsibilities**

* Being in custody of all the cash and ensuring smooth flow of cash from the tills to the strong room in the branch.
* Supervision of cashiers and front end staff.
* Carrying out front end controls and credit note controls.
* Petty cash management in the branch.
* Reconciliation of all kinds of transactions in the branch.
* Preparing and making daily banking of cash and cheques in the branch.
* Responding to customer enquiries on payment related issues.

**August 2014 to August 2015:** A Teller at Tuskys Mattresses Ltd

**Responsibilities**

* Obtaining and handling payments i.e cash, M-PESA, gift vouchers, credit and debit cards in accordance to laid down procedures.
* Enhancing customer service by ensuring honesty and error-free handling of cash.
* Keeping physical records of daily till transactions.
* Giving assistance to customers at the POS to ensure customer satisfaction.
* Maintaining a clean working environment.

**June 2013 to Sep 2013:** An intern at County Government of Kisii Finance and Accounts department

**Responsibilities**

* Posting of daily receipts
* Posting payments cashbook
* Preparing bank reconciliation statements
* Preparation of payroll
* Preparation of financial statements
* Preparation of budgets

**QUALITIES:**

* Flexible and can work under minimum supervision in any working environment

**Membership**

1. A member of Maasai Mara University Catholic Student Association
2. A member of Maasai Mara University Accounting Students’ Association

**Leadership Responsibility**

* Chairperson of Maasai Mara University Catholic Choir.

**HOBBIES:**

* Reading Novels.
* Watching movies.
* Involvement in charity and community work.
* Bicycle sporting

**REFEREES:**

MS. HELLEN MURIITHI,

ADMINISTRATOR, KITHURE KINDIKI & ASSOCIATES,

P.O BOX 38077-00100

CELL NO: 0710 693691

EMAIL:muriithihellen89@gmail.com

MR.CHAJIRAKEGOME

BRANCHMANAGER, TUSKYS SUPERMARKET,

P.OBOX54280-00200,

NAIROBI-KENYA

CELLNO: 0726740904

EMAIL:chajira.kegome@tuskys.com

MR CHRISTOPHER KERAGORI

ACCOUNTANT, KISII COUNTY

P.O. BOX 406-40200

KISII-KENYA

CELL NO: 0720698424

EMAIL: [ckeragori@gmail.com](mailto:ckeragori@gmail.com)

DAMARIS MOGUSU

FINANCE MANAGER, COUNTY GOVERNMENT OF KISII

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KISII-KENYA

CELL NO: 0729048618

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