**CURRICULUM VITAE.**

# BIODATA

# Name & Address: Patience Mwikali Musyoka

P.O Box 18004 - 00100

Nairobi

Kenya

Cell: +254 (0) 711- 122424

Email: patiencemusyoka@gmail.com

**Date of Birth:** 1988

**Marital Status:** Married

**Gender:**  Female

**Nationality:**  Kenyan

**CAREER OBJECTIVE**

To develop a career in the field of Accountancy and Finance and to have an opportunity to exploit my full potential in Advancing Professionalism within dynamic institutions towards developing and delivering value added solutions to client needs.

## Aptitudes Acquired

* Accounting
* Use of computers

**WORK EXPERIENCE**

**FEB 2011 – TO DATE:** Ndungu Njoroge & Kwach Advocates

**Position: Bookkeeper/ Accounts Assistant.**

**DUTIES AND RESPONSIBILITIES:**

* Bookkeeping and updating the monthly accounts.
* Preparing bank reconciliation statements.
* Doing online banking.
* Costing of Clients files (invoicing).
* Receiving payments from clients and receipting.
* Readily issuing and explaining clients updated account to other departments.
* Assisting in compiling office expenses including creditors amount owing and reporting to the chief accountant for payments.

**APRIL 2009 – JAN 2011:** Naikuni Ngaah & Miencha Company Advocates

**Position: Accounts Clerk.**

**DUTIES AND RESPONSIBILITIES:**

* Receiving & Banking of cash and cheques on behalf of the firm.
* Making payments to clients
* Cashbook Maintenance
* Preparation of Payroll
* Maintaining petty cash to cover daily expenses of the firm
* Tendering on behalf of the firm
* Preparing and Filing of relevant statutory returns

# EDUCATION BACKGROUND

**PROFESSIONAL QUALIFICATIONS.**

* ***Certified Public Accountant – Pursuing CPA Sec 6.***
* ***Computer Skills -*** Proficient in Microsoft Word, Excel and Internet.

Accounting packages; QuickBooks and Pesa.

**ACADEMIC QUALIFICATIONS.**

I am currently a student in Summit Institute of Professionals pursuing CPA.

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| **Period** | **Institution** | **Certificate Awarded.** |
| 2008 - 2009 | Vision Institute of Professionals | Accounting Technician Certificate (ATC) |
| 2003 – 2006 | St. Josephs Girls High School. | KCSE - C+ (Plus). |
| 1994 – 2002 | Kinyambu Primary School. | KCPE - 338 Points. |

**VALUES.**

* Professionalism and good work ethics.
* Perfection with quality, value adding and excellence.
* Job commitment, integrity and upholding best practices.

**REFEREES.**

1. Daniel Mbatha Mutinda

Snr. Functional Consultant

Surestep System and Solutions

Cell Phone: +254 724 890 163 *dmutinda2009@gmail.com*

1. Gachukia Wanyoike

Accountant

Ndungu Njoroge & Kwach Advocates

Cell Phone: +254 720 496 849 *gachukiawanyoike@yahoo.com*

1. Eunice Mbinya

Accountant

Action aid

Cell Phone: +254 727 574 699 *embinya@yahoo.com*