

ARCHSEL GHELOMBA MWANAKE

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NAIROBI, KENYA

PERSONAL INFORMATION

Year of birth: 1987
Nationality: Kenyan
Sex: Male
Health: Good
Marital: Married

PROFESSIONAL OBJECTIVES

Seeking to work in a reputable organization that values integrity so as to work towards the achievement of organizational goals.

Also to acquire knowledge and experience to enhance my professional growth for the benefit of the firm and the whole society.

PROFESSIONAL PROFILE

Success oriented and competitive with energy and positive mental attitude.

Ability to function effectively in a multicultural environment.

Strong sense of responsibility and self-motivated and ready to do all that pertains to the work assigned.

Ability to work efficiently under minimum supervision.

Team player with proven leadership qualities, enthusiastic, creative, flexible and efficient work habits.

EXPERIENCE RECORDED

Accounts payables

Adopting and maintaining suppliers accounts on purchase day and computerized ledger

Reconciliation of ledger and control accounts.

Reconciliation of ledger and suppliers' statement, preparing suppliers payments and handling correspondence with them.

Accounts receivable

Reconciliation of Debtors Control and ledger accounts

Billing

Collecting of debtors and other reports

Maintaining the cashbook and preparing journals arising from payment and receipts on monthly basis

Reconciling cashbook and bank account balance

Bank payment confirmation.

Other areas

Proficient in computer application like MS

Office

Proficient in pastel and quick books

EMPLOYMENT

MARCH 2016 TO DATE

IMPALA SAFARI LODGE and NATURE TRAILS AND HOLIDAYS

**Mombasa
ACCOUNTANT**

Duties ;

- Bank reconciliation through Quick books
- Filing Returns i.e. VAT, PAYE, NSSF, NHIF, CATERING
- LEVY
- Payroll
- Reconciliation of Accounts i.e. Debtors and Creditors

FEB 2015 TO FEB 2016

KENYA CREDIT TRADERS LIMITED FEB 2015 TO DATE

Assistant Accountant

Nairobi

Duties;

- Preparation of invoices using pastel
- Posting of payments and receipts into the Pastel system
- Preparing reconciliation statements
- Updating cashbook statements
- Banking of cheques
- Updating control accounts
- Filling of documents
- Analyzing petty cash expenses and issuing a report

JUNE 2011-JAN 2015

TARGET NETWORK LIMITED

Accounts Clerk

Nairobi

Duties

- Preparing reports for intercompany sales
- Posting customer and suppliers details using Pastel
- Handling petty cash claims
- Preparing Monthly and weekly sales report to the management
- Counter checking daily sales and banking made
- Following up debts collection from customers
- Invoicing Customers
- Placing orders and following them up from suppliers
- Posting and reconciling stocks using real time inventory system
- Calculating final dues for ex-staff and ensuring that they are paid
- Filing Vat Returns online
- Banking
- Reconciliation of accounts

EDUCATION

PROFESSIONAL QUALIFICATION

Royal Business School

December 2013 to June 2015

CPAII

ACADEMIC BACKGROUND

Feb 2001-November 2005: Dr. Aggrey High School
Kenya Certificate of Secondary Education.

Jan1992-November 2000: Josa Primary School
Kenya Certificate of Primary Education

HOBBIES & INTERESTS

Playing drums

Playing and watching football

Travelling

REFEREES

1.PASTOR MICHAEL MWANGI

KAG Fedha Church

TEL: 0727-308 183

2. ANDREW MURIAYI JUMA

Accountant

International Christian Center Church

Tel:0727-262100

3. JAMES MURAGURI

Senior Accountant

Kenya Credit Traders

P.O Box 28026-00200

Nairobi, Kenya

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