

**CURRICULUM VITAE**  
**KELVIN MUNALA AMBULI**

**PERSONAL INFORMATION.**

NAME:	Kelvin Munala Ambuli
DOB:	25 <sup>th</sup> 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:	<a href="mailto:kmunala95@gmail.com">kmunala95@gmail.com</a>

**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**

**15<sup>th</sup> June 2015-19<sup>th</sup> 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

