**PERSONAL OBJECTIVE**

To be self-driven, motivated and ambitious individual who is ready to undertake professional challenges in any work environment, to perform my responsibilities with great enthusiasm and authenticity aiming towards the achievement of the set goal and objectives effectively and efficiently

**CAREER OBJECTIVE**

Seeking a position within a progressive organization that will utilize my knowledge to further the organization’s growth and to do all the given responsibilities to the best of my ability in order to achieve my principal of providing high quality services.

EMPLOYMENT AND WORK EXPERIECE

DEC 2015 to present FIST COMMUMINTY BANK

CAPACITY RELATIONSHIP OFFICER – OPERATIONS (cash)

DUTIES AND RESPONSIBILITIES

* Client relationship management
* Cross selling of the banks product
* Cash checks and pay out money after verifying that signatures are correct, that written and numerical amounts agree, and that accounts have sufficient funds.
* Receive and count cash at the beginning and at the closing of shifts
* Identify customers, validate, and cash checks
* Receive cash and checks for slip deposit
* Process cash and check withdrawals
* Perform specialized tasks like preparing checks, personal money orders and exchanging foreign currency
* Verify and receive loan and utility bill payments, as well as mortgage payments
* Record all transactions correctly and in compliance with bank guidelines
* Balance cash and check transactions at the closing of each shift
* Answer inquiries relating to current and savings accounts, as well as on other bank related products
* Open new accounts
* Other duties assigned

MAY 2013 IEBC (INDEPENT ELECTOL AND BOUNDARIES COMMISION)

CAPACITY CLERK REGISTRATOR

2012-2013 –Madina electronics

* **Accountant**
* **Key tasks**
* Analyze budgets and other financial information and advise where savings could be made.
* Help to produce budgets for businesses and implement strategies for cost savings.
* Ensure company accounts and tax returns are prepared and filed correctly and on time

2009-jan 2012 Assistant branch manager ridwan agencies

DUTIES AND RESPONSIBIITIES

* Reporting to the general manager
* In charge of procurement and supply the company
* Provide administrative support for the company
* Established and maintained record keeping of the daily sales and expenses
* Planning and coordination of the business activities
* Help to produce budget for the business and implement strategies for cost saving
* Client relationship management

EDUCATION AND QUALFICATION

DATE INSTITUTION AWARDS

MAY 2011-DEC2015 KENYATTA UNVERSITY UNDERGRADUATE DEGREE

B.COM (finance)

2014-date ROYAL COLLEGE CPA 11

2006-2009 MANDERA SECONDARY ‘O’ LEVEL (B-)

SCHOOL

AWARD RECEIVED

* Certificate of membership of Muslims association of Kenyatta university(MAKU)
* Certificate of membership of accounting association of Kenyatta University

SKILLS

* Interpersonal communication
* Multilingual ( ENGLISH,KISWAHILI,SOMALI )
* Success and result oriented
* Proficient in Microsoft word,microsoft excel ,Microsoft outlook
* Able to adapt with new environment

HOBBIES AND INTREST

* Reading
* Swimming
* Travelling

REFEREES

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