

CURRICULUM VITAE

NAME : SELA AKINYI WAYUMBA
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PERSONAL DETAILS

DATE OF BIRTH : 3/09/1992
GENDER : Female
NATIONALITY : Kenyan
RELIGION : Christian
MARITAL STATUS : Single
LANGUAGE : English, Kiswahili
I.DNO : 30635142

PROFESSIONAL PROFILE

-I am a dynamic, hardworking and professional accountant trainee, who thrives on wholesome career challenges that come with working in an organization to make it successful and productive.

-I am quick to grasp new ideas and concepts to develop innovative and creative solutions to problems in the fields given opportunity to venture into.

-I am able to work under no supervision and possess a strong ability to perform efficiently.

CAREER OBJECTIVE

To be the best qualified accountant and ready to apply all the acquired expertise in contributing to the continuous success and growth of the organization I serve.

PROFESSIONAL QUALIFICATIONS

CPA PART1 :2012 at Times Training Centre.

CPA PART2 :2014 at Times Training Centre.

EDUCATIONAL BACKGROUND

2007-2010 : Keveye Girls 'High School (K.C.S.E)

1999-2006 : Katito Amani Academy (K.C.P.E)

WORKEXPERIENCE

2012 OCT-2014 AUG : Accounts clerk/Secretary at Frere Town Primary School.

Duties and responsibilities

- Perform Customer Service related tasks.
- Receipt of school Fees payments.
- Daily ledger reconciliations.

2014 SEPT 2016 MAY : Accountant at Phimzal Logistics Ltd.

Duties and responsibilities

- Posting all the accounting transactions in the accounting software.
- Processing bank, suppliers, debtors and other ledger reconciliations.
- Making all the relevant payments of all statutory and legal within the stipulated timing.
- Processing payments to all Creditors.
- To make sure that all invoices are sent to the clients when due.
- Providing account statements as and when required.
- Ensure all accounting ledgers are well updated on a daily basis.
- To make sure that all invoices are sent to the clients when due.

2016 JUNE TO DATE : Accountant at Excellent Transporters Ltd

Duties and responsibilities

- Creating invoices to customers and making sure they are sent when due.
- Posting all accounting transactions in the accounting software (quick books)
- Processing all accounting ledgers and Bank reconciliations.
- Making payments of all statutory and legal deductions within the stipulated timing.
- Follow up of creditors.

SKILLS

- QUICKBOOKS
- COMPUTER PACKAGES

LEADERSHIP ROLES AND MEMBERSHIP

- Class representative of Christian union.
- Member of debating club.

HOBBIES

- Singing
- Socializing
- Career progression

REFEREES

1. ADMINISTRATOR
FRERE TOWN PRIMARY SCHOOL
MR TEMO
TEL: +254721787817

2. LECTURE
TIMES TRAINING CENTRE
MR. MUCHIRI
TEL: +254722918828

3. DIRECTOR
PHIMZAL LOGISTICS LTD
MR. PHILIP M. NDUATI
TEL: +254711627460

