

CURRICULUM VITAE

BIO DATA:

Name:Lilian Muthue Nzioki

Nationality: Kenyan

Date of birth:13th Dec 1991

ID no:28662023

Adress:P.o Box 22665-00100

Phone no:0715029905.

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OBJECTIVES:

To be accountable, transparent and a team player in my duty execution. To Practice transparency and integrity in all my undertakings.

To grow through the professional ladder in the accounting and finance field at all levels and to become a leading light in the discipline. At the same time, I wish to amass invaluable experience from my day-to-day work in the industry.

To serve in any institution that enables me to develop and advance my career thus achieving the best in my profession.

PERSONAL PROFILE

A honest,hardworking,result driven, first learner, prudent decision maker and able to work under minimal supervision.Am a holder of Bachelors of commerce(in accounting)

WORK EXPERIENCE

2015 October – current: Accounts assistant(Benchmark distributors limited).

Duties and responsibilities:

- Data entry
- Stock reconciliation
- Management of debtors

- Cashbooks and bank reconciliation

2015 February -2015 August:Innscor Kenya limited(customer service team member)

- cashier

2014 October – 2014 December:Internship;Gertrudes children’s hospital and left after end of contract.

Duties and responsibilities:

- Invoice management
- Fixed assets management
- Bank reconciliation
- Handling reception, customer handling.

2014 may –2014 september:Internship;NACICO SACCO and left after end of contract.

Accounts section:

Duties and responsibilities:

- Writing cheques and filing supporting documents
- Preparation of payment vouchers
- Posting of suspense accounts to ledgers

Fosa section:

Duties and responsibilities:

- Atm reconciliation
- Attending to customer queries.

ACADEMIC BACKGROUND:

Current: Pursuing CPA section 3.

2010-2015:Kenyatta University-Bachelor of commerce{ accounting}-second class honors.

2010 Jan-2010March:Summit College of professional studies[computer studies-Distinction].

2006-2009:Vyulya Girls Secondary School-KCSE B-.

1998-2005:Muusini Primary School-KCPE 291.

Languages:

	speaking	reading	writing
English	Excellent	Excellent	Excellent
Kiswahili	Excellent	Excellent	Excellent

REFEREES:

1.MR JOHN NGOTHO

FINANCE MANAGER,
BENCHMARK DISTRIBUTORS LIMITED,
P.O BOX 64443 – 00620,NAIROBI.
TEL. NO:0719555999
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2. MR. TIMOTHY B. VIKIRU

CHIEF EXECUTIVE OFFICER,
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3. FREDRICK W. S NDEDE

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