YUNIDAH NYABOKE OMORO

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0726858866

**PERSONAL SUMMARY**

An adaptable, resourceful and accounts leaner, who desires to have an extensive experience on a wide level of general responsibility for monitoring and reconciling a company’s accounts. A strong communicator with excellent inter-personal skills and knowledge. Contributing extensively to team work and always displays a willing and helpful manner when resolving, analyzing and investigating various accounting discrepancies.

EXPERIENCE HISTORY

**Kenya Airports Authority - intern**

**Finance Department. May - August 2013**

Working as part of a team that is responsible for making sure that the flow of costs and revenues between the various projects, regions and people is accurately accounted for and managed.

**Internship to gain experience**. **August – December 2013**

**Finance department**

Worked in Kenya Airports Authority in order to gain experience in my career, but for sure learnt a lot which can enable me to work in any organisation. They have trained me and equipped me with good variety of experiences on how to handle Accounting and administration issues.

**Casual employment*.*2015-2016**

Work as data collection clerk with Kenya Airports Authority from November 2015 to January 2016.

**Working as a cashier and accountant in wonderland hotel and catering**. **2017 from April.**

I’m working in this company as cashier and accountant, by the use of POS system. It has shaped me in different fields, departments especially how to handle customers and suppliers. How to record cash received and petty cash items and how to pay for the petty items and suppliers, to checks daily reports and how to insert and check the invoices and cheques for payment. As they say the customers are always right. They are many things I have learned in this company I’m a fully equipped accountant and cashier due to my work experience.

**Duties I can handle as an accountant**

Learnt from the Accounts and Tax managers is a variety of business roles such as:

* Reconciling petty cash.
* Balance sheet reconciliations.
* Salary entry and reconciliation.
* General ledger entry including accruals and prepayments.
* Dealing with statutory returns.
* Chasing outstanding customer accounts.
* Resolution of invoice queries including credits.
* Assisting with purchase ledger duties, cash books and payroll.
* Communicating clearly and effectively with the accounts team.
* Monthly / quarterly management accounts preparation.
* Assisting in the preparation of year end accounts for clients.
* Registering clients for VAT.
* Examination and payment of vouchers.

**ACADEMIC QUALIFICATIONS**

* BBA (Hons) Accounting***University of Eastern Africa, Baraton 2011 - 2014***
* Level: History D, Entrepreneurship 0, ChristianReligious Ed. D, Kiswahili C
* O- level: Division 3
* Certificate in HRM Skills course
* Certificate in Entrepreneurship
* Certificate in Computer packages

**KEY SKILLS AND COMPETENCIES**

* Knowledge of excel spreadsheets.
* Knowledge of Microsoft word.
* Knowledge of power point.
* Knowledge of SAP.
* Knowledge of POS
* Customer service & communication skills.
* Ability to handle volumes of invoices.
* Management skills

**PERSONAL SKILLS**

* Observer of work ethics
* Ability to meet deadlines
* Keen to learn
* Positive attitude
* Able to manage work and time

**Languages**

* English
* Kiswahili
* French

**Interests and hobbies**

* Reading
* Travelling
* Games -

**Referees**

1. Dr. Felix Mogambi Ming’ate

Kenyatta University

0721351892

2. Carol Mwanzia

Financial Manager KAA

0722369126

1. Eng. Simon Gethaiga

Engineer KAA

0722727564

1. Alice Adoyo

Wonderland director

0722833050