**Timothy Ngure Nyakienji**

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**BIO DATA**

**Year of Birth :** 1990

**Languages spoken :** English, Swahili

**PERSONAL PROFILE**

I am a highly dedicated and self-motivated professional with knowledge and experience in tax and accounts. I desire to work in a progressive organization that offers opportunities for growth in exchange for superior performance.

**EDUCATION AND TRAINING**

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| **YEAR** | **INSTITUTION** | **DEGREE/CERTIFICATE OBTAINED** |
| 2015 to date  2011 - 2015  2010- 2011 | Strathmore University  Strathmore University  Vision Institute of Professionals | Bachelor of Commerce (4th  Year)  Certified Public Accountants (CPA)finalist  Accounting Technician Certificate (KATC) |
| 2006 - 2009 | Chinga Boys High School | KCSE (B Plain) |
| 2004 - 2005 | Rurago Academy | KCPE (403/500 Marks) |
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**SKILLS/ ABILITIES**

 **Technical skills:** I am able to effectively apply relevant skills and expertise in tax and accounting to perform tasks at hand.

 **Communication*/* Report Writing Skills:** I can convey information effectively. I am a good listener and give attention to other people’s point of view. I also get along well with others.

 **Business Awareness:** I keep abreast of the current issues and any changes in industry and professional regulations and trends with a view to enhance my skills and also to import the critical and useful ones to better my work.

**WORKING EXPERIENCE**

**Organization: Empso Sacco Group**

**Designation: Credit Manager**

{June 2015 to date}

**Duties and Responsibilities**

* Assisting clients in the loan application process, completing the loan forms and uploading to the system.
* Accessing client business for credit risk.
* Review files records and other documents to obtain information and respond to requests.
* Track progress of creditors to ensure strict adherence to agreed credit period and updating the manager and client as necessary.

**Organization: Blue Hut Hotel**

**Designation: Accounts Assistant**

{January 2014 to March 2015}

**Duties and Responsibilities**

* Monthly bank reconciliation.
* Responsible for receivables and payables and ensured timely reconciliations and this included bank reconciliations.
* Maintenance of petty cash.
* Stock taking on weekly and monthly basis.
* Filing and ensuring all accounts were up-to-date.
* Ensuring that all utilities were issued and paid on time.
* Daily reconciliation of opening and closing stock and posting sales accordingly.

**PERSONAL INTERESTS**

* Reading
* Socializing
* Travelling
* Community Service

**REFEREES**

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| --- | --- |
| Maurice Ochieng  Customer care,  Stanbic group securities,  Telephone no: 0710155208,  Email:maurice.omware@stanbic.com.    Francis Muchuka Gichuki,  Manager Empso Sacco,  Email: fgichuki08@gmail.com,  Telephone: 0727909984  Ann Wamaitha Nugi  Accountant,  Blue Hut Hotel,  P.O Box 31223-00600  Nairobi, Kenya  Telephone no: 0719708077 |  |