PATRICIAH KAMUNYA

**Mobile: +254 720 744 979**

**+254739081255**

**Email: patriciahkamunya@gmail.com**

**BIO -DATA**

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| **Birth Date:** | December 05th , 1993 |
| **Languages:** | English & Kiswahili, all fluent |
| **Nationality:** | Kenyan |
| **Marital Status:** | Single |
| **Gender:** | female |

**SKILLS**

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| **Accounting & Finance:** | * Proven experience in preparation and analysis of financial statements and reports. * Tax administration and management. * Working knowledge of computerized accounting systems. |

**EXPERIENCE**

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| **June 2015 to date** | **ACCOUNTS ASSISTANT - MG SECURITY GROUP LIMITED**  **Duties:**   * Preparing financial statements, monthly managerial and progress reports against target indicators. * Reviewing payments to suppliers to ensure accuracy and validity to prevent loss of funds as well as maintaining a favorable liquidity position.. * Maintaining complete records of all financial transactions such as payment vouchers, receipts and other documents in accordance with accounting procedures. * Preparing and remitting statutory and other lawful dues as are payable by the company including prompt pursue of VAT and other tax refund claims. * Verifying reconciliations of the cashbook with bank statements and checking balances against verifiable documents. |

**PROFESSIONAL QUALIFICATION**

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| **2012-2016** | **Kenyatta University – Bachelor of Economics & Finance** |

**COMPUTER PACKAGES USED**

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| **PACKAGES** | * Microsoft word * Microsoft excel * Microsoft Access * Microsoft Powerpoint * internet |

**EDUCATION**

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| ***2008-2011*** | **Kisima Mixed Secondary School-Certificate in Kenya Secondary Education** |
| ***2000-2007*** | **Ol joro orok Primary School -Certificate in Kenya Primary Education** |

**REFEREES**

|  |  |  |
| --- | --- | --- |
|  | Meshack Nyingi Muriithi  Project Manager  Chomley's ea Constuctions Ltd  Nakuru  Mobile +254723841378  Email:meshki08@gmail.com | Daniel Amunga  Kisima mixed secondary school  p.o box 1605-20300  Nyahururu  Mobile +254 722 783 427 |
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Alex Mugambi

Immigration Officer

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