

# CURRICULUM VITAE

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## MOKUA STELLA GESARE

P.O BOX 47468 -00100, NAIROBI - KENYA

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### PERSONAL INFORMATION

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**ID No.** : 24674927  
**Gender** : Female  
**Date of Birth** : 27<sup>th</sup> September 1986  
**Marital status:** Married

### CAREER OBJECTIVES

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To broaden my career in Accounting and use my expertise in achieving the organization's goals

### AREAS OF SPECIALIZATION AND PROFESSION

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- Bachelor of Commerce (Accounting Option)

### EDUCATIONAL BACKGROUND

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Duration	Course	Institution	Qualification
2006-2009	Bachelor of Commerce (Accounting Option)	Jomo Kenyatta University of Agriculture and Technology	2 <sup>nd</sup> Upper
2002-2005	Kenya Certificate of Secondary Education	Karura SDA Secondary School	B (Plain)
1993 - 2010	Kenya Certificate of Primary Education	Kenyatta University Primary School	498 Marks

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### PROFESSIONAL AND OTHER TRAININGS

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Duration	Course	Institution
2005	Computer Application Packages	Emmanex Computer Training College

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### CAPACITY AND COMPETENCES

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- Excellent mastery of data and database management using; Quick books, Pastel and Excel
- Excellent knowledge in both windows operating systems, Microsoft office applications
- Budget Planning; Procure to pay; Revenue to cash; Record to report and ICT to support
- Detail oriented and flexible

### LEADERSHIP RESPOSIBILITIES AND CO-CURRICULAR ACTIVITIES

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Date	Designation	Organization
2006-2009	Member/Secretary	Peer Counseling Group JKUAT
2008-2009	Player	Badminton JKUAT team
2006-2009	Member	JKUAT SDA Group

### WORK EXPERIENCE

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Duration	Organization	Designation	Responsibilities
April 2014-April 2016	WHO/TDR/IDRC Funded Climate Change Project	Assistant Accountant	<ul style="list-style-type: none"> <li>- Preparing payment vouchers and cheques for payments</li> <li>- Entry and controlling of accounting transactions using Excel</li> <li>- Filing and documentation</li> <li>- Preparing staff payroll and processing all statutory requirements</li> <li>- Maintaining accurate and orderly financial files, records and photocopied documents</li> <li>- Handling and accounting of petty cash</li> </ul>
August 2012-Feb 2013	Magharibi Hotel and Suites Management Ltd	Assistant Accountant	<ul style="list-style-type: none"> <li>- Preparing payment vouchers and cheques for payments</li> <li>- Receiving ,recording and banking all payments</li> <li>- Entry and controlling of accounting transactions using Excel</li> <li>- Preparing staff payroll and processing all statutory requirements</li> <li>- Safe keeping of ivoices,receipts and other accounting documents</li> <li>- Maintaining the cash book</li> <li>- Handling and accounting of petty cash</li> <li>- Monthly stock take</li> </ul>

June 2011-	Scripture Union	Assistant	- Bank reconciliation
June 2012	Christian Book Centre	Accountant	- Entry and controlling of accounting transactions using QuickBooks accounting software
			- Filing and documentation
			- Preparing payment vouchers and cheques for payments,
			- Handling and accounting for Petty cash
			- Maintaining the cash book
			- Preparation of invoices and credit notes
			- Verification of delivery notes and cash sale receipts
			- Updating of debtors and creditors
May 2010-	Nairobi Java	Branch	- Preparing monthly food cost report using Excel
May 2011	House	Accountant	- Preparing wastage report for the branch
			- Regular stock take and reporting accordingly
			- Posting of inter-branch and inter-unit transfers
			- Reconciliation of supplier statements
			- Handling and accounting for Petty cash
			- Banking of daily sales
			- Receiving and Posting of supplier invoices to the system
			- Stores requisition from central stores using materials control (MC)
			- Stock variance analysis

## HOBBIES

- Book reconciliations, Computers, and Internet
- Community outreach activities
- Discovery and exploring new places and reading articles
- Badminton

## REFEREES

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Purity Mwarania	Douglas Anyona	Dr.Oluoch Josephat Oluoch
Cell: +254 712442988	Cell: +254 725281710	Cell: +254722564952
General Manager,	Field Cordinator	Lecturer-School of Business
Scripture Union Centre	WHO/TDR/IDRC Funded Climate Change Project	Jomo Kenyatta University of Agriculture and Technology
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Nairobi.	Nairobi.	Nairobi.

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