**RUTH NYABONYI NYAMBANE**

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**BIO DATA**

Date of birth : 17/05/1992

Gender : Female

Nationality : Kenyan

Languages : English and Swahili

PERSONAL PROFILE

I am an ambitious, resilient and target oriented individual with high academic ability and passion for life. I am an able leader and a team player. I take pride in completing tasks assigned to me. I am open minded and willing to learn new things. I thrive in challenges and enjoy the company of other goal oriented and self -motivated people.

CAREEER OBJECTIVE

To be part of a highly motivated team in a growing organization where my skills, knowledge and qualification will be an asset as I also get opportunity for career development and growth.

EDUCATION BACKGROUND:

2016-current : KCA University (3rd year)

Bachelor of Commerce (B.Com)

2007-2010: Ng'iya Girl High School

O level/KCSE Exams; Mean grade: B+

1999-2006: St Georges Grassland Academy/Nyanchwa Primary

Kenya Certificate of Primary Education

PROFESSIONAL EDUCATION:

2012-2014: Pinnacle Business School

Certified Public Accounting (CPA, Part III; SEC 6)

COMPUTER PROFIENCY:

Proficient in MS-Word XP/2013, MS Excel XP/2003, MS-Access XP/2003, Proficient in quickbooks

WORK EXPERIENCE

* ***Current- Jesmiras Lubricant Ltd-Accountant assistant***

Duties involved include*:*

* *Custodian of all debtors invoices and deposit slips for all branches*
* *Preparation of bank reconciliation statement.*
* *Reconciliation of debtors and creditors account*
* *Processing customer statement and follow up on payments*
* *General ledger posting of receipts and customer invoicing*
* *Monthly VAT, WHT and PAYE reviews and preparation of returns for submission*
* *General ledger posting for payments and supplier invoicing*
* *Processing payments and drafting cheques*
* *Petty cash disbursements, posting and reconciliation*
* *Stock taking –All branches.*
* *Any other duties assigned.*

CLUBS, SOCIETIES AND AFFILIATIONS:

2008-2009: Music club (Ng'iya Girls High School)

2015- Participated in unilever career development talk.

KEY COMPETENCIES

Team builder; Excellent team builder who supports, recognizes and acknowledges contribution of others.

Communication skills; Very strong communication skills both verbal and written.

Excellent planning and leadership skills; Ability to coordinate, organize and manage team members we

Ability to maintain a proactive and positive attitude and adapt quickly to changes in environment and responsibilities.

REFEREES

1. Mr. James Mwangi

Chief Accountant, Jesmiras Lubricant Ltd

P.O Box 3900 Nairobi

Mobile; +254723388373

1. Mr. Domnic Mulee

Operations Manager, Jesmiras Lubricants Ltd

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1. Mr Job Mungai

Lecturer Pinnacle Business School

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