

# **CURRICULUM** **VITAE**

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## **PERSONAL DETAILS**

DATE OF BIRTH : 3/09/1992  
GENDER : Female  
NATIONALITY : Kenyan  
RELIGION : Christian  
MARITAL STATUS : Single  
LANGUAGE : English, Kiswahili  
I.DNO : 30635142

## **PROFESSIONAL PROFILE**

-I am a dynamic, hardworking and professional accountant trainee, who thrives on wholesome career challenges that come with working in an organization to make it successful and productive.

-I am quick to grasp new ideas and concepts to develop innovative and creative solutions to problems in the fields given opportunity to venture into.

-I am able to work under no supervision and possess a strong ability to perform efficiently.

## **CAREER OBJECTIVE**

To be the best qualified accountant and ready to apply all the acquired expertise in contributing to the continuous success and growth of the organization I serve.

## **PROFESSIONAL QUALIFICATIONS**

CPA PART1 :2012 at Times Training Centre.

CPA PART2 :2014 at Times Training Centre.

## **EDUCATIONAL BACKGROUND**

2007-2010 : Keveye Girls 'High School (K.C.S.E)

1999-2006 : Katito Amani Academy (K.C.P.E)

## **WORKEXPERIENCE**

2012 OCT-2014 AUG : Accounts clerk/Secretary at Frere Town Primary School.

### **Duties and responsibilities**

- Perform Customer Service related tasks.
- Receipt of school Fees payments.
- Daily ledger reconciliations.

2014 SEPT 2016 MAY : Accountant at Phimzal Logistics Ltd.

### **Duties and responsibilities**

- Posting all the accounting transactions in the accounting software.
- Processing bank, suppliers, debtors and other ledger reconciliations.
- Making all the relevant payments of all statutory and legal within the stipulated timing.
- Processing payments to all Creditors.
- To make sure that all invoices are sent to the clients when due.
- Providing account statements as and when required.
- Ensure all accounting ledgers are well updated on a daily basis.
- To make sure that all invoices are sent to the clients when due.

2016 JUNE TO DATE : Accountant at Excellent Transporters Ltd

### **Duties and responsibilities**

- Creating invoices to customers and making sure they are sent when due.
- Posting all accounting transactions in the accounting software (quick books)
- Processing all accounting ledgers and Bank reconciliations.
- Making payments of all statutory and legal deductions within the stipulated timing.
- Follow up of creditors.

## **SKILLS**

- QUICKBOOKS
- COMPUTER PACKAGES

### **LEADERSHIP ROLES AND MEMBERSHIP**

- Class representative of Christian union.
- Member of debating club.

### **HOBBIES**

- Singing
- Socializing
- Career progression

### **REFEREES**

1. ADMINISTRATOR  
FRERE TOWN PRIMARY SCHOOL  
MR TEMO  
TEL: +254721787817
2. LECTURE  
TIMES TRAINING CENTRE  
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3. DIRECTOR  
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