***Curriculum Vitae***

**Job Luvaha Kenyani**

P.O Box 20-50325 Mago, Kenya

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| **Bio Data** | **Gender:** Male  **Marital Status:**Married  **Date of Birth:** 1987  **Nationality:** Kenyan |

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| **Personal Profile** | A result-driven professional with aspiring progressive career with excellent knowledge of finance & accounting procedures. I am self-driven, ambitious, innovative, analytical, a fast learner and pride myself as a true team player with good interpersonal skills. I possess a great desire and drive to prosper in all work that I venture into. I strongly believe in honesty and integrity and I am very reliable. I desire to work within a challenging and rewarding environment, which will give me an opportunity to utilize my acquired skills, apply my academic knowledge that lead to both personal and organizational growth. |

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| **Education** | |  |  | | --- | --- | | **2013 - 2015** | **Bachelor of Business Management, Finance and Banking Option**  Attained: Second Class Honors (Upper division) | | Moi University |  |  |  | | --- | --- | | **June 2012** | **CPA part III, Section V & VI** | | Pinnacle Business School |  |  |  | | --- | --- | | **June 2010** | **CPA part II, Section III & IV** | | Pinnacle Business School |  |  |  | | --- | --- | | **June 2009** | **CPA part I, Section I & II** | | Pinnacle Business School |  |  |  | | --- | --- | | **2002 - 2005** | **Kenya Certificate of Secondary Education**  Attained: Grade B (Plain) | | Nyang’ori High School |  |  |  | | --- | --- | | **2000 - 2001** | **Kenya Certificate of Primary Education**  Attained: 397/500 Marks | | Mululu Primary School | |

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| **Skills** | * **Administrative Skills**: Ability to understand and apply current accounting guidelines, system updates, revisions and policy changes. * **Accounting Skills:** Knowledge of accounting and bookkeeping terminology and practices. * **Planning and Organizing:** Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner. * **Analytical Skills**: Recognizes areas of weaknesses requiring improvements and makes recommendations to the management for consideration, approval and implementation. * **Interpersonal and communication skills:** I am able to build an understanding of the client needs and concerns, and express these to other members of my team. * **ICT Competence:** Good command of Microsoft Office tools, word processing, data handling and processing, presentation, operating systems and internet. |
| **Work Experience** | **August 2016-May 2017 Standard Chartered Bank** |
|  | **Position; Operations Officer/ITT officer**   * Processing incoming payments for both individual and Corporate clients * Interpreting Swift messages for 5 SPOKE countries i.e. Kenya, Uganda, Tanzania, Zambia and Botswana and making appropriate judgment to execute payments. * Providing Excellent Customer Service by ensuring Prompt response to customer queries i.e. providing information that the customer may require in so far as it’s within my power to do so, while ensuring I follow the correct procedure * Referring customer queries to the right persons/departments if it does not concern Payments or me or if matter is beyond me. * Reconciling the daily processed items with comparison with those received in the system, cancelled and any manual entries passed. * Preparing the end of day reports copied to the manager. * Assessing customer needs and satisfaction requirements. * Conducting a continuous appraisal of self. Doing a self SWOT analysis. * Monitoring costs within the section by keeping the following costs at minimum i.e. personal telephone calls, stationery costs etc. * Recoveries of all charges from respective customers or banks as the case may be i.e. Revenue Recovery Ensure that revenue is tracked for the whole center |

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|  | |  |  | | --- | --- | | **July 2011 to July 2016** | **Manifested Publishers** | | **Position:** Accounts Assistant/Researcher  **Responsibilities:**  **Accounts Assistant**   * Invoicing and Issue of ETR receipts. * Filing returns i.e. VAT /PAYE/WHT on I-tax, I-tax registrations. * Debt collection by making follow ups on defaulters. * Trade receivables reconciliation. * Generation of trade receivables statements * Maintaining and Posting Petty Cash. * Dispatch verification. * Filing of payment vouchers, receipts and bank statements. * Verification and banking of cheques. * Issuing delivery notes. * Responding to customers queries. * Assessing customer needs and satisfaction requirements. * Supervising the casual workers on day to day basis.   **Researcher**   * Carrying out research on subjects including Financial accounting, Management Information Systems, Financial Management, Financial Reporting among others. * Preparing compiled research work into content that is readable and publishable. * Compiling solutions for examination questions examined by the accountants examinations board in Kenya i.e KASNEB. * Evaluating best suited content to be published by the firm. * Proof reading any work that is due for publishing by the firm. * Carrying out other responsibilities assigned regarding research. | | |

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| **Additional Information** | |  | | --- | | **Position of Responsibilities**   * House Captain; Member Science Club at Nyang’ori High School. * Class Prefect atMululu Primary School. | | **Hobbies and Interests**   * Socializing * Travelling * Reading and research | |

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| **Referees** | Mr. Patrick Chiriswa Andika  Director  Kenya Institute of Education  Mobile no: +254 722 640 233  Email; [andikapatrick@ymail.com](mailto:andikapatrick@ymail.com)  Mr. David Musumba  Manager  Standard Chartered Bank  Mobile no: +254 722 386 737  Email;David.Musumba@sc.com  Mr. Richond Keseko  Stocks Accountant  Vivo -Kenya  Mobile no: +254 723567792  Email; richmondkeseko@gmail.com |