**CURRICULUM VITAE**

**PERSONAL DETAILS**

**Name**  : Gideon Kiptoo Chemwolo

**Date of Birth**  : 12th June 1985

**Gender** : Male

**Marital status** : Single

**Language**  : English, Kiswahili

**Nationality** : Kenyan

**Address**  : P.O Box 694-30100 Eldoret

**Cell**  : 0724-968 482

**E-mail**  : gkiptoo2011@gmail.com

**CAREER OBJECTIVE**

To utilize my theoretical and practical skills to the best of my knowledge in the organization that demand continuous improvement and total dedication as prerequisite success of an institution to achieve its goals and objectives.

**WORK EXPERIENCE**

**Jan 2016 to date Eldo Star College**

**Position: Assistant Accountant**

**Jan2012-Sept2015 Aberdeen College of Accountancy**

**Position: Internal Auditor**

**Main duties and Responsibilities**

1. Auditing and vouching the financial statements

2. Assisting the management in producing annual reports.

3. Reconciliation of financial statement items.

4. Monitoring the efficiency of the management.

5. Doing any other work as directed by management

**Jan 2010 –Dec2012**   **Kenya College of Business Management**

**Position: Accounts Assistant**

**Main duties and Responsibilities**

1. Preparing the financial accounts and statements

2. Reconciliation of accounts

3. Banking of cash receivables

4. Reporting and analysis of financial statements

5. Interpreting accounts policies

6. Accounting of any other transactions

**Jan 2009- Dec 2009 Eldo Mwangaza college**

**Position Tutor**

**PROFESSIONAL TRAINING**

**Jan2007 - June 2010: Kenya college of Accountancy**

**Qualification KATC I&II- CPA Part III SECTION 6**

**ACADEMIC BACKGROUND**

**Jan2013 –Nov 2014 Moi University (BBM ACCOUNTING OPTION)**

**Jan 2001-Nov 2004:**  Kenya Certificate of Secondary Education

**Kiptulos Boys High School (M.G B-)**

**Jan 1992-Nov 2000:**  Kenya Certificate of Primary Education

**Mokwo Primary School.**

**SUMMARY OF STRENGTH, SKILL AND CAPABILITIES**

- Good oral written communication

* Excellent interpersonal relation.
* Ability to work effectively as a team member while gaining and maintaining

Composure.

* Adapt well to different working atmospheres
* Ability to work under pressure and independently with minimal supervision

**INFORMATION TECHNOLOGY KNOWLEDGE**

Proficient in:-

* Quick Books
* Ms Windows
* Ms Word
* Ms Excel
* Quick books

**REFEREES**

1. SIMION TANUI,

LECTURER, KENYA INSTITUTE OF MANAGEMENT (KIMS)

CELL: 07 22 427 105.

1. PETER ALUNGA,

LECTURER, ELDO MWANGAZA COLLEGE

CELL 0724-896633

1. MATHEW TALAM,

ENGEN OIL COMPANY,

CELL: 0720 668 498.