**FAITH JELIMO**

**P.O. Box 74, Eldama-Ravine**

**Tel: 0725735763**

**Email:**[**fjelimo13@gmail.com**](mailto:fjelimo13@gmail.com)

I am a self-driven, results oriented hardworking Finance professional seeking to be part of a dynamic organization that aims at delivering high quality services to its clients. I can competently handle complex accounting tasks and also prepare and analyze financial statements and budgets.

My major strengths include efficiency in cash management, loan portfolio management, accounting and operations, strong analytical and detailed mindset, excellent communication skills, and ability to diagnose problems and make decisions in complex situations.

My aim is to apply the knowledge and skills that I have gained to positively contribute to the success of the organization of which I will be part of as I continue building my knowledge base in the field of finance and accounting.

**Personal Details:**

* Date of Birth: 16th January 1985
* Marital Status: Single

**Education and Professional Qualification**

* Institute of certified Public Accountants Kenya- Mno.20226
* Bachelor of Commerce - Finance Option, 2nd Class upper Division, Kabarak University, 2013
* Certificate in Public Accounting Finalist, Kenya College of Accountancy-University, 2012
* Kenya Accounting Technician Certificate, Bartek institute / Kenya College of Accountancy-University, 2012
* Kenya Certificate of Secondary Education, MEAN Grade B- (minus), St. Joseph’s girls’ high school, 2002

**Other Training and Certification:**

* Basic Teller Training -Leadership Management Centre ,19th January 2015 – 23rd January 2015
* Bursar’s Induction Course, Solian Girls High School / Kenya Education Staff Institute (KESI), April 2009 / August 2009

**Key Professional Skills and Competencies:**

* Excellent analytical skills
* Efficient in budgeting, accounting and Operations
* Efficient marketing, Customer Service and customer care
* Excellent accounting and finance knowledge and acumen
* Maintain a high level of transparency, accountability and integrity
* Relate to others in a manner that creates a sense of teamwork and cooperation
* Ability to multi task and meet schedules in a timely manner
* Leadership skills – ability to assign duties, delegate and motivate teams
* Ability to learn fast and adapt quickly to different roles and procedures
* Ability to communicate with people from different cultures and backgrounds
* Ability to adopt easily to social and cultural change and be committed to service
* Excellent communication (written and oral) and interpersonal skills
* Competent in various accounting packages including; Sage pastel Partner, Sage Accounting and Quick books
* Proficiency in Computer Applications namely; Ms Office Suite, Internet and Email

**PROFESSIONAL EXPERIENCE**

**Key Achievements:**

* Efficient follow-up of loans which lead to reduction of defaulted loan by 20% since January 2017 to date
* Effectively made timely monthly closure of the books of accounts i.e. Loan monitoring reports.
* Complemented for managing to keep the office neat at all times by doing daily filling of documents and for being timely and thorough in doing my work
* Successfully booked work advance journals into the system and pushing for employees with work advance to submit the returns as soon as they come from mission
* Updating of suppliers Accounts and ensure that they are paid promptly
* Ensured supplier satisfaction by paying suppliers on time and maintaining good relations
* Foreign Exchange proficiency

**Teller/Cashier – Boresha Sacco Society Ltd**

**September 2014 - Date**

**Duties and Responsibilities:**

* Ensure high standard of customer services i.e ensuring that all customer queries are handled appropriately and Public Relations
* Loan Appraisal and Approval
* Ensure that loan forms are properly filled and the right documentation and securities are attached to compliance
* Ensure quality loans are issued and monitored by reconciling them regularly
* Training and visitation of micro-credit groups
* Recoveries and follow-up of defaulted of defaulted loan
* Compiling of monthly and daily credit reports for easy follow-up of loans
* Marketing of Sacco products
* Transaction Processing; Processing customer transaction on real time basis i.e Withdrawal and deposits
* Receiving and posting Ordinary cheques from customers
* Custodian of cash outside treasury and End of day Reconciliation
* Opening of Accounts to new members
* Agency banking ; Provision of Mpesa services to the customers
* Custodian of cash outside treasury
* Drawing of Customers Bankers cheques and preparation of schedules
* Micro- credit services

**Accounts Assistant - Nairobi Regional Office;**

**International Federation of Red Cross and Red Crescent Societies (IFRC), October 2013 – July 2014**

**Duties and Responsibilities:**

* Ensuring all accounting records are up to date, well stored and easily retrievable
* Assisting in the production of the monthly financial reports
* Petty Cash Cashier and timely Replenishment
* Efficient in foreign Exchange i.e payment of per diem to staff
* Checking payment requests and invoices submitted from suppliers and staff and arrange for payments to be prepared
* Organizing bank errands for deposits and cash payments and make necessary security arrangements
* Recording and updating financial books of accounts with payments and receipt entries
* Updating of Cheque Register on a daily basis to be able to monitor cash flow
* Assist in organizational audit and other auditing duties as may be required
* Providing any other financial information, as requested, and respond to any other financial queries
* Filing taxes e.g Withholding Taxes
* Preparation of payment vouchers and timely payment of suppliers
* Petty cash Reconciliation and Management i.e All advances are remitted on time and properly accounted for
* Performing other duties as assigned by line manager
* Keying payments and receipts to Excel be loaded to CODA

**Accounts Clerk;**

**Torongo Girls School, January 2009– 2011;**

**Duties and Responsibilities:**

* Did clerical accounting including filing of tax returns
* Performed general filing both in soft and hard copies
* Petty cash cashier
* In-charge of support staff and farm activities
* Outsourced service providers and negotiating contracts with them
* In-charge of all the finances for the school including collecting payments from debtors and handling the payroll
* Generated a budget and monitoring material consumption to avoid wastage and ensure that all departments stay within the budget
* Monitored the cash flow
* Updating of fees Register on a daily basis
* Performed any other assigned duties by supervisor

**Significant Work Experience:**

* Accounts Office Attachment, Rift Valley Water Services Board, February 2013 -May 2013
* Accounts Office Attachment, Nakuru Law Courts, February 2012 –November 2012
* Intern, Skyline Sacco, February - April 2008 / September – December 2008

**Interest and Hobbies:**

* Visiting the sick
* Community work
* Farming
* Traveling and meeting friends in adventure
* Listening to music

**REFEREES**

**Please feel free to contact the under mentioned in regard to my competence, work ethic, performance and / or any other aspect with respect to me:-**

**Mr. Kibet Bunei**

Chief Accountant

International federation of Red Cross and Red Crescent Societies (IFRC)

P.O Box 41275, Nairobi

Tel: 0732255052

**Mr.Nickson k Kibet**

Branch Manager

Boresha Sacco Society ltd

P.O Box 220-20105- Mogotio

Tel: 0722 642 733

**Mr. Richard N. Tamar**

Accountant

Nakuru Law Courts

P.O Box 61, Nakuru

Tel: 0726154922