**C U RR I C U L U M V I T A E**

**PERSONAL DETAILS**

**Name:** Annette Bosibori Machogu

**Date of Birth:** 23rd December 1986

**Marital Status:** Single

**Nationality:** Kenyan

**Address:** P.O. Box 16 - 00517 Uhuru Gardens

**Cell phone** 0700715988/ 0723159475/0722537072

**Email:**  [bosiannette@yahoo.com/](mailto:bosiannette@yahoo.com/) [bosiannette@gmail.com](mailto:bosiannette@gmail.com).

**OBJECTIVE**

To fully apply the accounting and financing skills that I have learnt into practice and acquire as much practical experience as possible and further my career with time, patience and hard work.

**PROFESSIONAL QUALIFICATION**

**Year INSTITUTION**

**Catholic University (CUEA)**

2009-2011 Bachelor of commerce

(Financing option)

Second class honors’ upper division

Year **Vision Institute of Professionals**

Jan 2008 – June 2008 CPA Part III Section 6 -Pass

July 2007- Dec 2007 CPA Part III Section 5 -Pass

Jan 2007 – June 2007 CPA Part II Section 4 -Pass

July 2006 – Dec 2006 CPA Part II Section 3 -Pass

Jan 2006 – June 2006 CPA Part I Section 2 -Pass

July 2005 – Dec 2005 CPA Part I Section 1 -Pass

**COMPUTER SKILLS**

IAT -Windows 98

-MS Word

-MS Excel

Visions Institute of Professionals -Sage

-Pastel

-QuickBooks

**EDUCATION BACKGROUND**

**Year Institution Qualification**

2009/2011 Catholic University of B-COM Degree (Financing Option)

Eastern Africa

2006/2008 Visions College CPA (K) Diploma

2001/2004 Pangani High School KCSE {A-}

1991/1999 Langata West Primary school KCPE

**EMPLOYMENT AND ON JOB EXPERIENCE**

1. **Cooperative Bank of Kenya**

I was employed by Cooperative bank from 2013 to 2014 and worked in various capacities.

I) As an Account Service Representative (ASR) and my duties included:

* Opening, Closing, Amending and Maintenance of customer accounts in the bank.
* Processing of Payroll of various institutions.
* Ordering, Issuing and Charging of Cheque books.
* Processing of Fund Transfers such as EFT(Electronic Fund Transfer),RTGS.
* Issuing Customers with Pin mailers, Credit Cards etc.

II) As a Teller and my duties included:

* Receiving cash deposits.
* Withdrawing cash for customers.
* Processing both in house and deferred cheques and encashing cheques.
* Cash reconciliation.

1. **IPSOS-SYNOVATE**

I was employed by Ipsos-Synovate in 2012 as an executive interviewer/Field officer for the Top 100 Mid-Sized Company survey that lasted 3 months to obtain both financial information and general information for companies interested in the Survey that was sponsored by KPMG.

**EXTRA – CURRICULAR ACTIVITIES**

High School - Member of School Basketball team

- Assistant Captain of School Basketball team

**OTHER ACHIEVEMENTS**

I was given an award for being the best student in Kenya by KASNEB for the following:

* + CPA Section Four Financial Accounting III
  + CPA Section Four overall
  + CPA Section Six Financial Accounting IV

**REFEREES**

Mr. Enock Opande

Branch Manager

Cooperative Bank

Cell phone: 0722551260

Email:ochiengenock@gmail.com

Mr. Moses Babai

Accountant

Partners for health and development Africa

Cell Phone: 0724526329

Email: mbabai@phdas.org

Mr. James Thiongo

Ipsos Synovate

Financial Consultant

Cell phone: 0720869426/0737869426

Email: James.Thiongo@co.uk