**Stephen Ochiel Owor**  
**P.O Box 52237-00100, Nairobi**  
**Tel: 0720 420131,Email:ochiel.stve@gmail.com**

**Profile Summary**

A Keen and responsible accounting professional with broad experience in compiling and analyzing financial information including monthly and annual accounts and also ensuring financial records are maintained in compliance with accepted policies and procedures. I am looking for an Accounting position where I can consistently and effectively deliver accounting services that will enhance the company’s purpose and profitability.

**Personal Details**  
Date of Birth: 13th November 1989

**Education Background**

* Certified Public Accountant, Section 6 Finalist, KASNEB, December, 2014
* Bachelors in Business Management, Finance and Banking, Moi University Dec, 2016
* Kenya Certificate of Secondary Education, Vihiga High school, 2008

**Key Skills and competencies:**

* Strong working knowledge in preparing end month reconciliations
* Strong ability to ensure timely processing of payments and reconciling daily collections
* Knowledge of preparing and submitting statutory deductions like N.S.S.F; N.H.I.F; H.E.L.B and PAYE
* Strong expertise in maintaining books of original entries, preparing payroll, and processing suppliers’ invoices

**Work Experience**

**Accountant;**   
**Mathai Supermarket Limited, April 2014 –October 2016;**   
**Duties and Responsibilities:**

* Bank and supplier statement reconciliation
* Preparation and remittance of statutory deduction
* Preparation and analysis of daily cash flows and monthly consolidated cash flows
* Payroll processing and asset management
* Posting of invoices & preparation of supplier statements

**Key Achievements:**

* Since I joined the company, I have successfully carried out reconciliations and ensured accuracy

**Assistant Accountant;**  
**Laundry And General Appliances, June 2013 to February 2014;**   
**Duties and responsibilities:**

* Preparation of invoices, quotations and local purchase orders
* Maintenance of petty cash
* Compiled the trial balance
* Drew up payment voucher for all expenditures and income and ensuring proper authorization of form

**Membership/Professional Affiliation:**

* Registered member of ICPAK

**Hobbies/Interest:**

* Reading and getting involved in community service

**REFEREES**  
Please feel free to contact the under mentioned in regard to my competence, work ethic and performance.

**Anthony Kinyanjui**  
Senior Accountant  
Mathai Supermarkets Limited  
[Tel: 0723](Tel:0722) 112952

**T. Mbayaki Wafula**  
Advocate & Commissioner For Oath  
[Tel: 0725](Tel:0725) 089412

**Mr. Anson Muya**  
Executive Director  
Vision Institute of Professionals  
[Tel: 0722](Tel:0722) 519627

**Fr. Andrew masawe**  
Parish Priest  
Holy Cross Parish  
[Tel: 0721](Tel:0722) 599821