*Curriculum Vitae*

**victor musyimi.**

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| **Bio Data** | **Gender:** Male **Marital Status:** Single **Date of Birth:**19th June 1994 **Language :** English and Swahili **Nationality:** Kenyan |

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| **Personal Profile** | A result-driven professional with aspiring progressive career in the field of Accounting and finance. 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 leads to both personal and organizational growth to international standards. |

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| **Education** | |  |  | | --- | --- | | **2012-2016** | **Bachelor of Business Management- Accounting option**  Moi University | | **2008-2011** | **Kenya Certificate of Secondary Education**  Attained: Grade B- (minus) | | Kabaa High School |  |  |  | | --- | --- | | **2000-2007** | **Kenya Certificate of Primary Education**  Attained: 353 out of 500 marks | | A.B.C Kathiani Junior Academy | |

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| **Professional Qualifications** | |  |  | | --- | --- | | **2014 –to date** | **Certified Public Accountant CPA**  **Part 1 section I and II PASS** | | **Part 2 section III and IV PASS** |  |  |  | | --- | --- | | **2014**  **2015** | **Business Decision Making With Cases- Honors.**  **Ivey Business School Canada and Moi University.** | | **Certificate in Computerized Accounting.**  **Aberdeen College of Accountancy.** | |

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| **Skills** | * **Accounting Skills:** Knowledge of accounting and bookkeeping terminology and practices; Ability to understand and apply current accounting guidelines, system updates and revisions, and policy changes. * **Financial Analysis:** Measuring financial risks and then developing and implementing strategies to minimize that risk. Advising on the financial implications and consequences of business decisions. * **Computer Literacy:** Good command of Microsoft Office tools, word processing, data handling and processing, internet, QuickBooks, Sage and Peachtree. * **Finance Skills:** Ability to analyze financial reports, forecast and model for example calculations of Business valuations, fixed asset accounting, tax planning and bank reconciliations. Writing Budgets, overseeing cash and bank management to cut on cost and drafting management reports. * **Auditing Competency:** Ability to evaluate and provide reasonable assurance that risk management, control, and governance systems are functioning as intended and will enable the organization’s objectives and goals to be met. * **Numerical and Accounting Competency:** I have the Knowledge of accounting principles, practices and procedures that are used in preparing financial statements I am comfortable with numbers and excellent in performing detailed numerical computations. |

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| **Work Experience**  **2015** | * Accounts intern at Machakos Cooperative Union   **Responsibilities**   * Maintaining proper books of accounts. * Making bank transactions and maintaining petty cash. * Preparing monthly economic reports. * Reconciling cashbook and bank statement. * Preparing monthly trial balance and income statements. |

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| **Additional Information** | |  | | --- | | **Extra-curricular Activities**   * Participated in career fairs in Moi University. * Participated in peer counselor movement in Moi University. | | **Position of Responsibility**   * Projects coordinator- Machakos students’ organization, Moi University. * Captain of lawn tennis team, Kabaa High School. | |  | | **Hobbies and Interests**   * Reading business journals and magazines * Community work. | |

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| **Referees** | Mr. Bonface Muindi.  Financial advisor.  Britam Insurance Company.  P.O Box 12996-00100, Nairobi. Mobile no: 0722525517.   |  | | --- | | Miss Carolyne Ndila  Travel consultant  Tropical Wings ltd  P.O Box 24108-00200, Nairobi  Mobile no: 0710138250.  Miss Irene Thyaka  Accountant  Machakos Cooperative Union  P.O Box 83, Machakos.  Mobile no: 0713727045. | |
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