

**ROBERT KENNEDY LUSENO**  
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**Nairobi.**  
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A highly successful accountant Professional, with invaluable experience in making adjustments, time reports, verifying and checking on the accuracy, reconciling creditors/debtors statements and compiling reports. I possess a successful track record of checking a company's financial records, bookkeeping and accounting methods to identify efficiency improvements that maximize profitability. I am currently looking for an Accounting position with an ambitious company/institution/organization.

**Personal Details:**

- Date of Birth: 29th June 1970
- Marital Status: Married

**Education and Professional Qualifications:**

- Certified Public Accountant, Part 1 pursuing Part 2.
- Kenya Accounting Technician Certificate, Final and Intermediate Level
- KACE , Muguga High School, 1988-1989
- Khasoko High School, KCE , 1984-1987

**Key Skills and Competencies:**

- Good all round in Accounting Knowledge
- A excellent understanding of the technical aspects of accounting
- Experience of liaising with internal and external auditors
- Successful at resolving accounting disparities in a firm
- Possessing strong technical skills in both management and accounting and comfortable utilizing financial information systems
- The ability to maintain clear and accurate records
- Proficient in Microsoft Excel, Quick Books, Sun System, Microsoft Access, Microsoft Word, Microsoft Power point, Micros Fidelio, Materials Control, Internet & Outlook.
- Others : Pastel and Sage accounting packages & Tally

## **PROFESSIONAL EXPERIENCE**

**Assistant Accountant Receivables;  
Norfolk Towers Limited, October 2015 to date**

### **Duties And Responsibilities:**

- Follow up on outstanding debts
- Invoice posting
- Customer account reconciliation
- Preparation of monthly customer statements
- Posting of all payments received
- Preparation of LPOs
- Control of stationary
- Daily cash reconciliation
- Weekly debtors ageing report

**Accounts Assistant;  
Bidwood Suite Hotel, May 2015 to July 2015;**

### **Duties And Responsibilities:**

- Daily restaurant cash reconciliation
- Banking of all cash and cheques collected on daily basis
- In charge of accounts payables
- In charge of petty cash including posting in the system
- Preparation of payment vouchers and writing of cheques
- Posting all creditors and utility bills invoices
- Posting of receipts and payments
- Allocation of receipts and payments against invoices

**Accounts Assistant;  
Sun N Sand Beach Hotel, September 2013 to April 2015;**

### **Duties And Responsibilities:**

- Daily cash reconciliation
- Night Audit
- Beverage Stock control
- Posting of cheque payments in Sun system
- Posting of all payments received in the system
- Reconciliation of suppliers invoices
- Following up on debtors
- Suppliers ageing reports
- Filing of VAT, Withholding Taxes online.

**Accounts Assistant;**

**Palacina Residential Hotel, March 2007-June 2013;**

**Duties And Responsibilities:**

- Receiving all invoices from creditors, Booking & posting them into their respective accounts
- Reconciling their accounts against statements to those with whom we have credit facilities
- Preparation of payment vouchers, posting and allocation of payments against invoices
- Production of monthly ageing report for creditors, ensuring that all utility payments are paid before due date
- Production of weekly Debtors ageing report, making follow up for outstanding invoices
- Posting all payments made in their accounts, Allocation of the payments against the invoices
- Posting of all cheque payments and receipts in the system, posting of petty cash vouchers
- Preparing LPOs and ordering of goods, Physical receiving of goods from suppliers
- Booking of invoices in the system, Market survey

**Accounts Assistant;**

**Tran paper Kenya, July 2005-2007**

**Duties And Responsibilities:**

- Received all cash sales on daily basis, Prepared daily report on cash sales and making follow-up on pending cash sales
- Organized for the banking of all cheques/cash collected on daily basis
- Posted of all cheques received in customers accounts in the sun system
- Posted all cash received in the cash sale account in the system, posted of petty cash vouchers
- Allocation of all cheques/cash received against invoices whose payment is made in customers' accounts
- Allocation of all cash sales in the cash sale account
- Assisted in the preparation of payroll, made payments such as advances and salaries especially those whose payment is made in cash term
- Posted accounting data both manually and electronically in the cash journal and maintain a cash balance
- Prepared bank account deposits documents and confirmed deposit total
- Assisted in payroll administration
- Assisted in accounting/administration job assigned

**Volunteer;**

**Kenya Organization of Environmental Education, November 1999-May 2002;**

**Duties And Responsibilities:**

- Key data into the computer
- Assisted in typing and editing reports
- Reconciled income against expenditure
- Documented financial transactions by entering account information

**Significant Work Experience::**

- Accounts Assistant, Cool Breeze Resort, October 1997 to November 1998
- Accounts Clerks, Kenya Secretarial Consultants, February 1996-1997

**Interests/Hobbies:**

- Voluntary Community Service, Travelling, Reading & Singing.

**REFEREES**

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

**Mr. Thomas Makeni**

Kenya Sugar Board  
P.O. Box 51500 – 00200  
Nairobi  
Tel: 020 631 880

**Mr. Tony Sawe**

General Manager  
Palacina Residential Hotel  
P.O. Box 48728  
Nairobi  
Tel: 0728817227  
Email: [tony@palacina.com](mailto:tony@palacina.com)

**Faith Muriuki**

Human Resource Manager  
Bid Wood Suite Hotel  
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