

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
- An 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
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Nairobi
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Faith Muriuki

Human Resource Manager
Bid Wood Suite Hotel
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