PERSONAL DETAILS

NAME PAUL OCHIENG GOR ADDRESS P.O BOX 10413-00100, NAIROBI PHONE 0713 986 237/0735 190 282 EMAIL pochienggor@gmail.com

CAREER PROFILE

I am a highly motivated Accounting professional with over three years’ experience in accounting and finance, combining my communication and accounting skills to realize results. I have strong analytical skills with keen attention to detail and proactive. I also have working knowledge of smart card system and PDQ machines

KEY SKILLS AND COMPETENCIES

I have working knowledge of Oracle financial management system, QuickBooks pro, Sage financial controller and Microsoft windows, Word, Excel and general Internet applications.

EDUCATION BACKGROUND

Strathmore University (January 2017-Todate) Certified Public Accountant Part 11 (Section 3&4)

Strathmore University (January 2010-June2010) Certified Public Accountant Part 1 (Section 1&2)

KCA University (January-June 2009) Kenya Accounting Technician Certificate Final

KCA University July-December 2008 Kenya Accounting Technician Intermediate

Agenga Secondary School 2001-2004 Kenya Certificate of Secondary Education

OTHER TRAININGS

KCA University From: 9th September 2011-8th March 2012 Course:

1. Introduction to computers and Microsoft windows
2. Microsoft Word
3. Microsoft Excel
4. QuickBooks Pro
5. Sage Financial Controller

WORK EXPERIENCE

Job Title: Church Accountant Umoja Seventh Day Adventist Church (January 2016-Todate)

Job Summary

Assisting the church finance director in daily expenditure management and maintenance of the church financial records in accordance to the Seventh Day Adventist Church finance policy

Responsibilities

1. In charge of receipting cash collections and posting to QuickBooks
2. Ensuring adequate management of petty cash and making payments like wages, salaries and other local church expenditures
3. Assist in preparation of weekly cash reconciliation report and safe custody of cash received and following up banking
4. Handling all statutory filings and ensuring payroll is processed in a timely manner
5. Preparing monthly income and expenditure and statement of financial position of the church

Job Title: Accounts Assistant Locum The Nairobi Hospital (October 2012-Dec2015)

Responsibilities included:

1. Ensure timely, complete and accurate posting of credit party and other receipts and daily reconciliation of posting to receipt values
2. Assist in processing suppliers payments by ensuring that invoices received from stores are accurate and complete
3. Assisting patients in the registration process by making sure the insurance claim forms are properly filled and advising them on the financial status with their insurance
4. Receiving payments using cash, cheques, PDQ machine and smart card system.

Job Title: Finance Intern Treasury The Nairobi Hospital (May 2012-September 2012)

Responsibilities

1. Receiving invoices from stores, confirming accuracy and completeness of the document and posting the invoices to update the general ledger
2. Updating cheque payments and preparing remittance as well as keeping inventory of signed cheques and disseminating cheques to suppliers.

Achievements

I helped in the reduction of invoices back log at the treasury section and made sure suppliers are paid in time as per the hospital policy.

REFEREES

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

1. Mr. Lazarus Odhiambo Finance Director Umoja Seventh Day Adventist Church Email. lodhiambo@yahoo.com Tel.0721 523 267
2. Mrs. Salome Kanyugo Administrator School Of Accountancy Strathmore University Tel 0703 034 000
3. Mrs. Isabela Mose Senior Accountant The Nairobi Hospital Tel +254 20 2845000