

**Albanus, Mutuku Kilutu, BCOM**  
**P.O box 342-01000, Thika.**

**Home County: Kitui**

**Email: mualbanus188@gmail.com**

**Phone :0720630164**

A keen to details, self-motivated and results driven accountant with experience in various fields. My course work and work experience has helped me grow in areas such as; Accounts preparation and management, Customer relations, Tax calculation and other statutory deductions like NSSF, NHIF and Withholding tax, Preparation of financial reports and statements, General ledger operations, reconciliation and maintenance of balance sheet accounts. I am also Skilled in collaborating with cross-functional teams, identifying cost-saving opportunities, and achieving successful mergers resulting in increased market share. My goal is to secure a challenging accounting /Finance position in a competitive environment that strives for organizational and personal development.

### **Education and professional qualification**

- CPA
- Bachelor of commerce (accounts) Mt. Kenya university, 2015-2018.
- Certificate in computer skills and basic packages 2014.
- Kenya certificate of secondary education, Kitui high school 2010-2013.

### **Key skills and competences**

- Accounts preparation and management skills
- Data analysis and trend identification
- Communication and interpersonal skills
- Recording of cash transactions and cheque payments
- Multidisciplinary team collaboration
- Team management and leadership skills
- Sales strategy development and execution
- Preparation of financial reports and statements
- Auditing skills
- Customer relations skills



- Verification of vendor details and bills to be prepaid

## **Work History And Achievements**

**Accounting Assistant /Teller - Jostwo Enterprises, 2020**

**-2024 Salesperson- Alpha Breeze Limited, 2024-2025**

### **Duties and Responsibilities\*\***

- Pricing of products and setting profit margins
- Managed the reconciliation of all financial accounts, identifying and resolving discrepancies in a timely manner and reducing errors
- Maintaining customer accounts
- Analyzed and reported on cost trends, identifying areas for cost savings and reducing overall expenses
- Maintaining customer relations
- Recording invoices and VAT calculation.
- Attending to customers and answering their inquiries.

**Achievement** - I helped expand customer base through social media. Also achieved smooth and speedy service delivery.

**Accountant - Tupendane Bar and Restaurant. 2018-**

**2020 Duties and responsibilities.**

- Purchasing of all necessary products for the hotel functions
- Maintaining of the restaurant accounts and tax filing.
- Organizing of all darts competitions hosted at the restaurant.

**Achievement.** Helped the restaurant host National Darts Competitions twice.

### **Leadership role**

- Class representative M.t Kenya university
- Member business executive association club Mt Kenya university
- Member Y. C. S club Mt Kenya ununiversity.

### **Interest And Hobbies**

- Career progression, Community development, Computer engineering and Sports.



## References

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