

CURRICULUM VITAE

Personal profile

Name : Lawrence Wekesa Khatete
Date of Birth : 29th september, 1996
Gender : Male.
Marital Status : Single
Religion : Christianity.
Nationality : Kenyan.
Address : P.O.Box 238, Chwele.
Languages : English, Swahili, Bokusu
ID No. : 34592198
Cell Phone : +254704352473
Email : laulawrence72@gmail.com

Education Background

Personal profile statement

Experienced financial personnel with excellent analytical skills and results driven attitude. Well trained in financial modeling and business valuation. Overhauling business reports that leads to cost reduction and rise in report effectiveness. Looking to leverage skills and experience at wealth funds.

- 2016-2019 : Bachelor Of Commerce (Finance Option)
Institution : Masinde Muliro University of Science and Technology
- 2015-2016 : Computer Packages
Institution : Excel Computer College
Award : Distinction
- 2012-2015 : Kenya Certificate Of Secondary Education (KCSE)
Institution : Namwala Boys High School
Award : Grade: (B-)
- 2003-2011 : Kenya Certificate Of Primary Education (KCPE)
Institution : Binyanya Primary

Award : 336Marks

- ALX Africa : July 2024-Sep 2024
- Award : Virtual assistant Certificate

- ALX Africa : Sep 2024 - Dec 2024
- Award : AI tools certificate

Working Experience

- Period : May, 2018- July, 2018
Institution : Bungoma Tourist Hotel
Position : Attachment
Responsibility : Budget preparation, preparation of bank reconciliation, preparation of cashbook, internal audit, record keeping and preparation of payment
- Period : July ,2018-August 2018
Institution : Kikai Rural Sacco
Position : Volunteer Finance Officer
Responsibility : Preparing Budget, Overseeing Ledger Fee Charges And Interests, Cashbook Preparation, Preparation Of Farmers Payment As Well As Issuing, prepared and monitored monthly billings.
- Period : July, 2019 – August, 2019

Institution	:	Kenya National Bureau Of Statistics
Position	:	Enumerator
Responsibility	:	Carrying Out Marking Enumeration Areas, Enumeration Of Households, Submitting Enumerated Households To KNBS Online
Period	:	June, 2019-Dec 2019
Institution	:	Kikai Rural Sacco Ltd
Position	:	volunteer
Responsibility	:	Preparing Payment Lists, Payment Vouchers, Issuing and monitoring Payments, maintaining payment lists

- Period : march 2020-Nov 2020
- Institution : Rise up Society(NGO)
- Position : finance department
- Responsibility : preparing employees payroll,preparing budget,preparing financial

statements.

- Period : Sep 2021-Dec 2023
- Company : Tron enterprises Ltd
- Position : Accounts department(intern)

Responsibility:

- Daily petty cash reconciliation
- receipts posting
- financial accounts reconciliation
- receiving and processing invoices
- worked closely with external auditor during Year end audits providing necessary information when required
- utilized spreadsheet, data base and other computer based applications to complete assigned tasks
- reconciled bank accounts on regular basis to ensure accurate records
- Ensured that all taxes due were paid accurately and promptly according to Government regulations

Other skills

- Account reconciliation
- Problem solving
- Due diligence
- Time management skills
- Account receivable and payable
- Financial analysis
- proactive and focused
- intuit QuickBooks
- task prioritization
- professionalism
- willing to learn
- payroll processing
- SQL
- Virtual assistant
- freelancing

Hobbies / Interests

- Adventure
- reading books
-

Referees

1.

Dean Of Students(School Of Business And
Economics (SOBE)

Masinde Muliro University Of Science
And Technology

Email:Vc@Mmust.Ac.Ke

Tel:0563137

-.
.Hon.Jim Nduruchi

Director -Rise up Society

Phone No +254 723 323186

3.

Tron enterprises Ltd

Brian Odipo

Former Accountant

Phone +254 725 079940

