

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, Bukusu
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 d 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 : Namwela Boys High School
Award : Grade: (B-)
- 2003-2011 : Kenya Certificate Of Primary Education (KCPE)
Institution : Binyenya 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
Instituion	:	Kikai Rural Sacco Ltd
Position	:	volunteer
Responsibility	:	Preparing Payment Lists, Payment Vouchers, Issuing and monitoring Payments, maintaining payment lists

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- 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
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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](tel:0563137)

2.

.Hon.Jim Nduruchi

Director -Rise up Society

Phone No +254 723 323186

3.

Tron enterprises Ltd

Brian Odipo

Former Accountant

Phone +254 725 079940

