



**kennedy  
umanyi**  
bookkeeper

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NAIROBI, KENYA

## EXPERIENCE

### Bookkeeping

High pressure car wash ↗  
04/2022 - Present

- Maintained accurate daily financial records, ensuring all income and expenses were properly documented

Improved record organization, making it easier to track sales, payments, and expenses

Reduced errors in cash handling by consistently balancing daily collections

Supported better financial decision-making by providing clear and up-to-date records

Ensured accountability and transparency in financial transactions

Contributed to smooth daily operations by keeping financial information well organized and accessible

### supermarket attendant

Tasyamart supermarket  
01/2019 - 04/2021

Provided friendly and efficient customer service, ensuring a positive shopping experience

Assisted customers in locating products and answering basic inquiries

Maintained clean, organized, and well-stocked shelves at all times

Accurately handled cash and card transactions when assigned to the checkout

Reduced product loss by monitoring shelves and reporting damaged or expired items

Worked effectively as part of a team to meet daily sales and service targets

Followed store policies and safety standards consistently

## CERTIFICATES

### CERTIFICATE OF SECONDARY EDUCATION

JUSA SECONDARY  
02/2017 - Present

### CERTIFICATE OF COUNSELLING

AGAPE COUNSELLING AND TRAINING SERVICES  
03/2016 - Present

Acquired foundational and practical knowledge in counselling

## SKILLS

Basic bookkeeping and record keeping Attention to detail Time management  
Basic computer skills  
Communication and teamwork Honesty and accountability

Advanced

## LANGUAGES

kiswahili	Native
English	Fluent

## EDUCATION

### EDUCATION

JUSA SECONDARY SCHOOL  
01/2017 - 11/2018

### CERTIFICATE OF SECONDARY EDUCATION

Successfully completed secondary school education and attained a KCSE grade of C- (Minus)

Demonstrated commitment to learning and consistent school attendance

Developed strong interpersonal and communication skills through group work and school activities

Maintained good discipline and adherence to school rules

Participated in co-curricular activities that promoted teamwork and personal growth

Built a solid foundation of knowledge and life skills for employment and further training

### EDUCATION

GOT MATAR SECONDARY  
03/2015 - 12/2016

theories, ethics, and professional practice.

Demonstrated effective communication, active listening, and empathy skills essential for client support.

Developed the ability to identify, assess, and respond appropriately to diverse emotional, psychological, and social challenges.

Shown competence in applying counselling techniques in both individual and group settings.

Upheld high ethical standards, confidentiality, and professionalism throughout the training.

Displayed dedication to personal development and service to individuals and the community.

## EDUCATION

GOT RAMOGI PRIMARY

07/2013 - 11/2014

### CERTIFICATE OF PRIMARY EDUCATION

Successfully completed primary school education

Developed strong basic skills in reading, writing, and numeracy

Demonstrated good discipline and positive behavior throughout primary school

Actively participated in school activities and teamwork

Showed consistency in attendance and commitment to learning

Built a strong foundation for further education and personal development