

MALICK VINCENT MUKOMAH.

OBJECTIVE Examining, analyzing, and preparing financial records and statements for an organization.

SKILLS & ABILITIES Am a Good time manager and able to work within deadline, I am adaptable to the highly dynamic accounting industry, Am a good communicator both oral and written, Am open, honesty and integrity being of outmost priority, am approachable and available to help and also learn more from my peers.

EXPERIENCE **NOBEL TYRES. INDUSTRIAL AREA, NAKURU.**
DEC.2014 to 2015

Billing of invoices, paying of salaries and wages to workers and sorting issues of statutory deductions I.e. N.S.S.F, PAYE etc. maintain cash flow for the year, daily stock taking, purchase requisition for replacement of stock, Preparation of monthly statements and bank reconciliation.

ACCOUNTS CLERK. NAROK HIGH SCHOOL.

13th Jan. to 14th Nov. 2014.

Billing of student tuition accounts, I was able to pay salaries and wages to workers and sorting issues of statutory deductions I.e. N.S.S.F, PAYE etc. maintain cash flow for the year, Preparation of monthly statements and bank reconciliation. Act as the school bursar for the period he was in his Study leave.

ACCOUNTANT/STORE KEEPER. BERMUS DISTRIBUTORS.

2012-2013

I was responsible for maintaining the accounts receivable aging for certain customers, receiving incoming customer's payments, entering cash receipts and completing bank deposits, preparation of financial statements and bank reconciliation.

To initiate purchase requisition for the replacement of stock.

To initiate action for stoppage of further purchasing when the stock levels approaches maximum limit.

Issue materials only in required quantities.

To check the book balances, with the actual physical stock at frequent intervals by way of internal controls over wrong issues, pilferage etc.

EDUCATION

2013. WINNERS COLLEGE OF ACCOUNTANCY.NAROK. CPA 1

I pursued and completed CPA1 both sections one and two.

2011. WINNERS COLLEGE OF ACCOUNTANCY. ATC FINAL.

I attained ATC one and two during the period.

2000. NAIVASHA MIXED SEC. SCHOOL.

I attained a certificate in secondary education.

1996. MICHINDA BOARDING PRIMARY SCHOOL.

I attained certificate in primary education.

HOBIES.

Am an accomplished CHOIR Music Trainer.

I love playing piano.

Music composition.

**EXTRA
CURRICULAR
ACTIVITIES.**

Football.

Athletics.

Handball.

REFERENCES

MR. EDWARD MBUGUA.

WINNERS COLLEGE OF ACCOUNTANCY.

P.O BOX 161-20500,

NAROK.

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MARK ATEBA.

DIRECTOR OF MUSIC,

ST.MONICCAH SEC.58,

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BROTHER PAUL UNDERSON.

DE LA SALLE BROTHERS, KENYA,

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