

CURRICULUM VITAE (CV)

PERSONAL INFORMATION

Name : LEONARD LANGAT
Sex : Male
Date of Birth : 22nd SEP, 1994 ID
no 31420304
Nationality : Kenyan
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PERSONAL PROFILE AND CAREER OBJECTIVE

I am a self-motivated individual who values work, people and environment and views hard work as a virtue and one with a strong desire to achieve set goals and with patience to learn. To join a reputable organization that will provide me with an opportunity to learn and gain experience and competence that will enable me to become a professional with high integrity and excellence while making a positive contribution towards growth and prosperity of the organization.

ACADEMIC BACKGROUND

DATE	INSTITUTION	COURSE QUALIFICATION
Sept 2013 – Dec 2017	Masai Mara University	Business management accounting
2022	KASNEB(FINALIST)	Cpa 1

WORK EXPERIENCE

DATE	INSTITUTION	POSITION
Jan 2022 – Aug 2024	Vision Fund Kenya	Relationship Officer Nakuru Marketing ,outreach Clients ,Training & Groups Management Loan appraisal ,administration,disbursement and portfolio management Interpretation and usage of reports, income and expenditure.

May 2021 – Jan 2022	IQ-THINGS LTD	Finance Officer Filing of returns Payroll Accounting And Management Bookkeeping, administration, cash handling and bank reconciliation
Feb 2021 – Apr 2021	D.LIGHT LTD	Elite Territory Retention Executive Collections Of Unpaid Accounts Retention Of D. Light Products Marketing Of D.light Products
Feb 2019 – May 2019	NDEGE CHAI SACCO	Finance intern Data Entry To Fine Extreme System Preparing Statements Of Accounts For Members. Marketing Sacco Products, Recruiting And Opening accounts For New Members
Jan 2017 – Nov 2017	BOMET COUNTY	Administrative Assistant Coordinating with the management and the staff Keeping a close watch on all the duties being performed by the department Reporting about the office to the general manager Looking after the budgets of each department Keeping a watch on all the office supplies and replenishing the stock with new thing as they run out Evaluating the staff members during the staff performance Appraisals
Sept 2015 – Dec 2015	Kobel tea factory ltd	Accounting Finance Intern Preparation of books of accounts Maintaining Accurate Records Updating employees details Bank and cash reconciliations •

Other skills and training

- Computer skills MS Office, (Word, Excel, PowerPoint)
- Accounting, Financial Reporting, Report writing
- Book-keeping, Auditing
- Taxation law and practice
- Company law
- Team player
- Quick learner

REFEREES

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1. Robert Sonic

Ministry of Housing

Housing Officer

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2. Ngetich Beking

Bomet County Government

Accountant

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3. Richard Too

Vision Fund Kenya

Regional Manager

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