

KERONGO MORAA FELISTUS.

CURRICULUM VITAE.

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PROFILE SUMMARY.

Dynamic and results-oriented finance professional with over 5 years of experience in financial management, accounting and reporting. Skilled in managing cash flow, conducting financial forecasting. Proven track record of reducing costs, improving financial processes, and maintaining compliance with laws. Highly adept at financial analysis and risk management. Proficient in utilizing financial software and tools to streamline workflows and enhance data accuracy.

PERSONAL OBJECTIVES.

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

SKILLS AND COMPETENCIES.

- Data Analysis and Data Entry
- Administration support
- Report Writing
- Problem Solving
- Critical Thinking
- Attention to Detail
- Customer Service
- Auditing

WORK EXPERIENCE.

2025 September – November . Assistant accountant. (Freelancer)

- Bank reconciliation.
- Filing and proper documentation.
- Data entry to excel.
- Payment confirmation with the receipts.

2025 June - August 2025. Front Officer/manager. Amani Oasis.

- Guest registration, room reservations during check- in and check-out.

- Customer service, receiving incoming and outgoing calls.
- Room booking and reservations.
- Billing and payment confirmation.
- Inventory checking.
- Processing sales transactions and maintaining financial records.

2025 January – May 2025 . Assistant accountant. (Freelancer)

- Bank reconciliation.
- Filing and proper documentation.
- Data entry to excel.
- Payment confirmation with the receipts/invoices.
- Creation of folders with invoices.

2023 May -2024 December. Casual Waitress, Arziki restaurant.

- Greet customers warmly, present menu, and accurately take food and beverage orders, ensuring a positive first impression. Maintain a professional and friendly demeanor to enhance the dining experience.
- Deliver food and beverages promptly. Coordinate effectively with kitchen staff to manage any special dietary requests or modifications.
- Maintain cleanliness by setting up tables, organizing service areas, and adhering to hygiene standards.

2023 May - 2023 August. Imaging Clerk Personnel, The University of Nairobi.

- Organized and maintained both digital and physical records, ensuring accurate cataloging and secure storage of sensitive university documents.
- Scanned and converted physical documents into high-quality digital formats, ensuring clarity and proper indexing for ease of access. Monitored document quality to avoid discrepancies.
- Supported staff and departments by retrieving and processing requested documents promptly and accurately.

2023 March -2023 April. Book Keeper, The King Post Limited.

- Managed daily financial transactions; invoicing, accounts payable/ receivable, ensuring accuracy and timely processing.

Reconciled bank statements with company accounts to maintain up-to-date financial records. Addressed any discrepancies by collaborating with vendors and clients to resolve outstanding issues.

- Prepared and maintained accurate financial reports, including balance sheets, profit and loss statements, and ledgers.

- Monitored company cash flow and provided insights on expenditure trends to management. Assisted in budgeting and forecasting activities to help improve financial planning.

2022 August -2022 October. Finance Intern, Africa International University.

- Processed financial transactions, including invoice generation and reconciliation of accounts, ensuring compliance with university policies.
- Maintained and updated financial records, including tracking cash flow and documenting expenditures in an organized manner. Collaborated with other departments to ensure timely submission of financial data for accurate record-keeping.

2022 February- 2022 February. Credit Control Intern, S.S League M.P Shah Hospital.

- Monitored outstanding accounts and assisted in the recovery of overdue payments by contacting patients and insurance companies. Ensured that follow-up on payment collections was done in a timely manner, reducing the hospital's overall outstanding balances.
- Assisted in reconciling patient and insurance accounts to ensure accuracy and resolve any discrepancies. Worked closely with the billing department to verify charges and payment allocations, ensuring they were posted correctly.
- Participated in the review and maintenance of credit limits and terms, ensuring compliance with hospital policies. Provided support in the preparation of financial documentation for audits and credit assessments.

EDUCATION.

2024- Date. Certified public accountant. (CPA) part five and 6.

2017 September -2021 October. Bachelors of Science, Accountancy and Financial Management-Second class Upper division. Africa International University.

2017 February - 2017 August. Diploma in Computer. Elgon View College. Distinction.

2013 January -2016 December. KCSE. Sironga Girls High School.

2004 January - 2012 December. KCPE. Keminini Academy.

OTHER CERTIFICATIONS.

2025 May - Date. Front Office and techniques. Boma International Hospital College.

2023 January- 2023 April. Leadership training "Beyond Success" "Your path to Significance" by Dr. John C. Maxwell.

2017 September -2021 October. Earned an Exeptional Student Award. Africa International University.

TRAINING AND SEMINARS.

2021 January- 2021 March. Attachment at the National Hospital Insurance Fund(NHIF).

2019 October. Partcipated in a mission to Mbale, Uganda. Uganda Christian University.

2019 November. Attended a First Aid Training by St. Johns's Ambulance.

2019 November. Attended a Mentorship Talk by Nabal, NTV on Time Management.

2019 February. Attended a leadership talk by Professor Aseka- 'How leaders can influence others'.

2018 May. Served as an Usher during Joe Mucheru Launch of Ajira Kenya. Also as an usher during the launch of Prof. Chacha Nyaigoti books.

2018 July. Participated in showcasing fire awareness and how to curb it incase of oocurance.

REFERENCES.

1. Mr. Simon Bogonko- simonbogonko@gmail.com

2. Ms. Janet Mugo. janet.mugo@aiu.ac.ke

3. Martin Moinde-martin.moindea@gmail.com

4. Bhavesh Cchaya-bchhaya@mpshahospital.com

5. Speon Elisha. speonelisha@gmail.com

6. Jared Mayieka-jared.mayieka@gmail.com