

Maroa Bonface Chacha

Address: 00508
Phone: 0793746903
E-mail: Chachabonface07@gmail.com

Professional Summary

Highly motivated and results-driven graduate with a Bachelor's degree in Commerce, specializing in Accounting. Equipped with a comprehensive understanding of auditing, taxation, cost accounting, and financial analysis, backed by hands-on experience in financial management. Proficient in utilizing advanced Excel functions and accounting software to optimize financial processes and deliver accurate reporting. Demonstrates strong analytical skills, attention to detail, and a commitment to continuous learning. Eager to apply academic knowledge and real-world experience to contribute effectively to an innovative accounting team and drive financial success.

Work Experience

Kenya Medical Training College, Embu Campus

Assistant Accountant .

- Received and posted payment receipts into ledger books, ensuring accurate financial records.
- Balanced ledger books to maintain financial integrity and eliminate discrepancies.
- Calculated income for external employees, applying attention to detail in payroll processing.
- Prepared payment and receipt vouchers for efficient financial transactions.
- Organized and filed financial documents, maintaining a structured and accessible record system.

Education

University of Embu, Kenya

Bachelor of Commerce (Accounting) **Tarang'anya Boys High School**

Kenya Certificate of Secondary Education **ST. Kizito Primary School**

Kenya Certificate of Primary Education

Languages

English — C2

Kiswahili — C2

Skills

- Teamwork
- Decision making abilities
- Client relationship management

- Cashflow management
- Financial research skills
- Strategic planning capabilities
- Financial risk assessment
- Leadership skills

References

Dr. Jesse Kinyua
Head of Business Department, University of Embu
Tel: +254 721 281 720

Gasparry Mugo
Accountant, Kenya Medical Training College, Embu
Tel: +254 724 710 357