

# DANIEL KIVINDYO MUTIE

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## Objective

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A highly motivated and skilled computer science graduate seeking a position in your organization where I can apply my technical knowledge and financial expertise to contribute to the company's success.

## Work Experience

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**Corporate Beverages Ltd, Nairobi, Kenya**

04/2018 - Nowadays

Accountant

- Manage and monitor project expenditures and maintain financial and progress reports.
- Prepare payment vouchers for timely disbursement of funds.
- Maintain and update finance files for sales and purchase ledgers.
- Complete petty cash vouchers with the correct figures.
- Assist with internal audits.
- Prepare monthly bank reconciliation statements.
- Download and validate transactions processed through the Mpesa platform.

**Ishano Distributors, Nairobi, Kenya**

02/2016 - 11/2017

Accountant

- Maintained historical records.
- Kept track of all payments and expenditures, including payroll, purchase orders, invoices, and statements.
- Reconciled processed work by verifying entries and comparing system reports to balances.
- Paid employees by verifying expense reports and preparing paychecks.
- Paid vendors by scheduling paychecks and ensuring payment is received for outstanding credit.

**East African Breweries Ltd**

04/2015 - 09/2015

Intern

- Assisted in the preparation of account payable schedules for internal, interim, and annual audits.
- Ensured supplier accounts were properly reconciled in preparation for payments.
- Ensured availability and matching of all relevant documents such as LPOs, invoices, and goods received notes.
- Prepared for financial audits and coordinated the audit process.
- Monitored and supported taxation requirements.

## Education

**Computer Science**  
Moringa School, Nairobi, Kenya

11/2022 - Nowadays

- Proficient in HTML, React, CSS, and Ruby on Rails.
- Collaborated on a team project to develop a full-stack web application using React, Rails, and Postgres.
- Completed a 20-week intensive program designed to produce highly skilled and employable software developers.

**Digital Marketing**  
Coursera

04/2022 - 09/2022

09/2012 - 12/2016

**Bachelor of Commerce**  
The Co-operative University of Kenya, Nairobi, Kenya

Second Class Upper Division



**High School Certificate**  
Mumbuni Boys School, Machakos, Kenya

01/2008 - 11/2011

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## Skill

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- Proficient in HTML, React, CSS, and Ruby on Rails.
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- Excellent communication skills
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• Good planning and organizational skills.



• Team player.



• Strong interpretational skills.



• Quick thinker and multi-tasking.



• High standard of presentation and appearance.

