

DANIEL KIVINDYO MUTIE

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Objective

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

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

Sales Executive

Proper route planning for proper implementation of distribution channel.
Making sure marketing objectives are met.
Frequent field visits on our outlets to maximize effectiveness and efficiency.
Managing stock levels to maintain optimal stock.
Sharing marketing information to fellow marketing team.
Managing merchandising and activation team by coaching, training and monitoring them.
Providing support to our esteemed customers by solving problems and providing specialized advice to them.
Looking for new market segments in my trade area for market growth.
Establishing good relationships with our distributors and stockists for better loyalty.

Keeping my team fully updated for effective planning and implementations

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

11/2022 - Nowadays

Moringa School, Nairobi, Kenya

- 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

04/2022 - 09/2022

Coursera

09/2012 - 12/2016

Bachelor of Commerce

The Co-operative University of Kenya, Nairobi, Kenya

Second Class Upper Division

High School Certificate

01/2008 - 11/2011

Mumbuni Boys School, Machakos, Kenya

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Skill

• Proficient in HTML, React, CSS, and Ruby on Rails.



• Excellent communication skills



• Good planning and organizational skills.



• Team player.



• Strong interpretational skills.



• Quick thinker and multi-tasking.



• High standard of presentation and appearance.



• Data Analytics

