

JACOB WATUA WANYONYI

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OBJECTIVE

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.

EXPERIENCE

- **Mwangale and Company Advocates**

November 2021 - September 2022

Accounting Assistant.

- Maintaining financial records.
- Handling accounts payable and receivable.
- Resolving accounts to the general ledger.
- Contacting clients about transactions and invoices.
- Handling queries related to accounts.
- Preparing statutory accounts.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Invoice processing and filing.
- Processing expense requests for the accountant to approve.
- Bank reconciliation.

- **Mwangale and Company Advocates**

July 2020 - September 2021

Office Administrator

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary.
- Scheduling appointments and office meetings.
- Prepare payment Vouchers and Requisitions.
- Collaborate with the IT team to build a custom-made CRM platform.

- **Simply Interpreting**

July 2019 - May 2020

Customer Service Representative

- Schedule and plan meetings.
- Making and receiving calls.
- Process and follow up on sales orders.
- Prepare product and customer reports by gathering data collected during customer interactions.
- Assist managers in the distribution of reports.
- Listen to customers' concerns, issues and questions.
- Maintain a positive attitude and calmly respond to customers' complaints.
- Open new customer accounts.
- Attract customers by promoting the product and company positively, answering questions and addressing concerns as they arise.
- Recommend possible products to meet the customers' needs.
- Refer issues and questions to managers if necessary.
- Work with our customers and senior sales rep to answer questions and provide accurate information about our products.
- Maintain a high level of professionalism.

EDUCATION

- **Technical University of Mombasa**

2017-2022.

Bachelor's Degree in Business Administration (Accounting).

Second class Upper Division

- **Kibo School**

February 2022 - April 2022.

Programming in Python

Distinction

- **Google digital Workshop**

November 2019 - February 2020

Fundamentals of Digital Marketing

Distinction

- **Chesamisi Boys Highschool**

2012-2016

Highschool Education (K.C.S.E)

B Plain

- **Masinde Muliro Primary school**

2011

Primary Education(K.C.P.E)

331

SKILLS

- Computer science and Programming languages. (Python,HTML, Dart, PHP, JavaScript and SQL).
- Accounting and Book keeping, Intuit Quick book Specialist, Invoice Coding Familiarity, Cash Flow Analysis, Financial Reporting specialist.
- Customer Support, Content marketing, Email marketing, Search Engine Optimization, Technical Support.
- Microsoft Outlook, Microsoft Excel, Microsoft Office PowerPoint, Microsoft word.
- Interpersonal skills, Communication Skills, Leadership Skills, Organizational skills, Adaptability & Creative thinking.

INTERESTS

- Intermediate full stack software development.
- Reading.
- Swimming.
- Hiking.

LANGUAGES

- English.
- Swahili.

REFERENCE

- **Robert Mwangale - "Mwangale and Company Advocates "**
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- **Noeline Wambua. - "Mwangale and Company Advocates "**
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