

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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