

VICTOR KIPRONO

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PROFESSIONAL STATEMENT

Dedicated and detail-oriented Accountant with experience supporting financial operations within diverse corporate environments. Possessing a strong foundation in accounting principles and practices, coupled with proficiency in financial software applications. Demonstrated ability to streamline processes, maintain accurate records, and facilitate efficient financial reporting. Skilled in reconciling accounts, processing invoices, and assisting in budget preparation. A proactive team player with excellent communication and problem-solving skills, committed to contributing to the success of the finance department. Seeking to leverage my skills and experience to contribute to a dynamic finance team.

Major Highlights.

- Successfully implemented efficient cashbook preparation techniques, resulting in accurate and up-to-date records of company expenses.
- Implemented a systematic approach to invoice generation for technician services, resulting in improved billing accuracy and timeliness. This initiative contributed to a 30% decrease in overdue payments and enhanced cash flow management.
- Played a pivotal role in the reconciliation process, identifying and rectifying discrepancies in financial records promptly.

SIGNATURE COMPETENCIES

- General Ledger
- Zoho Books
- QuickBooks
- Financial Reporting
- Microsoft Excel

PROFESSIONAL AND ACADEMIC QUALIFICATIONS

Bachelor of Commerce (Accounting) | Kabarak University- Ongoing

Anestar Boys High School- Mean grade B-

Certified Public Accountant-Foundation level | KASNEB | 2023

WORK EXPERIENCE

Ozonecool Investment- May to August 2023

Accounting Intern

- Successfully managed and prepared cashbooks for company expenses, ensuring accurate recording and tracking of financial transactions.
- Efficiently generated invoices for payments related to completed work and services provided by technicians, contributing to timely revenue collection.
- Played a key role in the reconciliation process, verifying financial records and identifying discrepancies to ensure data accuracy.
- Facilitated the procurement of materials for projects, optimizing the purchasing process and ensuring timely availability of necessary resources.
- Demonstrated proficiency in utilizing Zoho Books for recording and maintaining accounting books, enhancing efficiency and accuracy in financial management.
- Contributed to the timely filing of KRA returns and VAT payments by meticulously maintaining records and preparing necessary documentation using Excel.

Uchumi Stores - August 2022 to February 2023.

Accounts Assistant.

- Implemented and maintained a meticulous filing system to ensure the orderly storage and retrieval of all payment records.
- Managed petty cash operations, maintaining accurate records and adhering to company policies and procedures.
- Prepared and dispatched balance confirmation notices to customers, ensuring prompt communication of outstanding balances.
- Conducted physical inventory counts to verify the accuracy of stock levels and reconcile discrepancies.
- Compiled reports and organized client information, overseeing reconciliation processes to ensure accuracy and adherence to budgetary constraints set by management.

REFERENCES

Robert Langat,
HR Manager,
Jafari Credit Ltd,
Tel. 0728 599597

Collins Langat,
Accounts Assistant,
Control Risks East Africa Ltd,
Tel. 0716265420

Charles Yegon,
Church Leader,
Tel. 0723 113128