



ODIELO REBECCA AUMA

ACCOUNTANT

CONTACT

- +254 746 791 729
- odielorebecca@gmail.com
- 442-40200, Siaya, Kenya
- rebecca-odiello.web.app

SKILLS

- Hardworking and passionate
- Caring and empathetic
- Innovative and a team player
- Strong communication skills
- General ledger management
- Proficiency in Microsoft Word, Excel, PowerPoint, and Spreadsheet

LANGUAGES

- English (Fluent)
- Swahili(Fluent)

EDUCATION

10th sep 2020 - Nov 2024
MULTIMEDIA UNIVERSITY
BACHELOR OF
COMMERCE(ACCOUNTING)
second class Honours
upper division
Certified Public Accountant
Level:1



PROFILE

A detail-oriented finance professional with a Bachelor of Commerce (Accounting) and CPA Level 1 certification. Experienced in banking operations, financial accounting, and customer service, with strong skills in ledger management, bank reconciliation, and client relations. Passionate about driving efficiency and excellence .



WORK EXPERIENCE

- Diamond trust bank,Lavington branch** SEPT – DEC 2024
internship and job shadowing
- Gained experience in customer service, banking operations, and financial transactions.
 - Assisted with debit card applications, cash deposits/withdrawals, and customer queries.
 - Processed cheque book requisitions, RTGS, SWIFT transactions, and tax payments.
 - Assisted with account openings, bank reconciliation, and financial reporting.
- National Housing Service** May – Aug 2023
internship
- Updating, posting, and adjusting journal entries, as well as printing payment vouchers for imprest requisitions.
 - Preparing cash office receipts and handling non-AP payment vouchers and receipting.
 - Conducting bank reconciliations.
 - Maintaining the organization’s cash book.
- Valuing additions to fixed assets, among other tasks.
- Heritage of faith and hope children’s home** Sept – Dec 2024
volunteer
- Taught children core values and organized recreational activities.



REFERENCE

- | | |
|---|---|
| Eric Kaloki
Branch Manager, Diamond Trust
Bank, Lavington Branch
Contact: 0721 710 850 | Tr. George
Heritage of Faith and Hope Children's
Home
Contact: 0721 248 356 |
| Md Leah Wamboi
Chief Accountant, National Housing
Corporation
Contact: 0722 495 539 | Mr. Victor Mwanja
Lecturer, Multimedia University of
Kenya
Contact: 0700 002 061 |