**CLARE NAFULA**

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# SUMMARY.

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| My Name is Clare Nafula, an Accountant in practice with 1 year experience in internship completed in two private companies dealing with solar energy and electrical practices Am an intelligent, quick and willing to learn ,great in team work because I can easily associate with my teammates and very enthusiastic about finances and everything that surrounds it  Dedicated and self-motivated Accounting student with proven communication, computer literacy, analytical, and organizational skills.  Dedicated to providing exemplary work and supporting the overall vision and mission of the department. |

# EDUCATION

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| |  |  | | --- | --- | | * **2023** * **2023** * **2022** * **2017 – 2021** | * **CPA III:5,**KCA UNIVERSITY * **CPA II:3&4,**KCA UNIVERSITY * **CPA I:(EXEMPTION):1&2** * **Bachelor of Commerce (Accounting Option) 2ND CLASS UPPER DIVISION**, Chuka University. | | * **2013 – 2016** * **2010-2012** | * **Kenya Certificate of Secondary Education (Mean B)**, Cardinal Otunga Girls High School. * **Kenya Certificate of Primary Education (363 Marks),** Gateway Junior Academy. | |

**EXPERIENCE**

* **Jan 2022-August 2022 Internship placement-** Sentimental Energy Company Ltd, Nairobi.
* Preparing client quotations
* Preparing client invoices(Using Wave Accounting system)
* Revenue collection/ credit management
* Maintaining an accurate record of expenses mostly in petty cash and accounting software systems (Quick books)
* Carry out any other Finance and accounting tasks required by the team leader.
* Oversee and maintain the weekly and monthly expenses of the company team.
* Prepare bank reconciliations.
* File financial documents and receipts, payment vouchers of the company.

* **May-July 2021. Attachment placement-**Central Electrical International

Limited, Nairobi.

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| * **Jul - Oct 2020** | * **Kazi Mtaani - National Hygiene Program,** Government of Kenya * The main tasks I was involved in included street cleaning, fumigation and disinfection, garbage collection, bush clearing, and unclogging drainage. |
| * **August 2019** | * **Enumerator**, Kenya National Bureau of Statistics * My duties as an enumerator, I was responsible in administering census questions and recording responses in my enumeration area. |

**SKILLS**

* Computer literacy and proficiency
* Excellent people skills
* Exemplary communication skills
* Great adaptability in various work environment
* Time management
* Self-motivation and attentive to details throughout all aspects of work.
* Active learning.

**LANGUAGES**

* English
* Kiswahili

**REFEREES**

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|  | Prof. Zachary N. Waita Director, Undergraduate Studies and Field Attachment, Chuka University,  P.O Box 109 – 60400, Chuka. |
|  | Mr. Pius Namatsi Assistant Accountant, Central Electrical International Ltd.  P.O Box 56111, Nairobi.  0726772954 |
|  | Lydia Ijakaa Projects Manager & Engineer, Sentimental Energy Company Ltd.  P.O BOX 103690-00101,Nairobi  0700042150 |