

KAREN LITSWA, BANKING AND FINANCE GRADUATE

PROFILE

Dedicated, focused and motivated finance specialist with an appetite to achieve organization set financial goals. Open to learning and advancing financial knowledge in the finance department to maximize organization productivity and accountability.

EMPLOYMENT HISTORY

FINANCE AND ACCOUNTS SPECIALIST, KALRO KAKAMEGA

May 2019 – August 2019

- Preparation of payment vouchers, imprest and surrender forms
- Preparation of payment vouchers
- Tax filing and remittance
- Balancing vote books
- Inputting receipts into organization's ERP

EDUCATION

AUG 2016 – DEC 2020 **Moi University**

Bachelor of Business Management, Finance and Banking option

FEB 2012 – DEC 2015 **Mukumu Girls' High School**

Kenya certificate of Secondary Education

AGP points of 72 (B+)

JUN 2003 – DEC 2011 **Kakamega Primary School**

Kenya certificate of Primary Education

SKILLS

- Professional qualification- CPA PART I
- Good communication skills
- Strong financial reporting skills
- Equipped with analytical thinking
- Good presentation skills

HOBBIES

- Swimming
- Singing

Reading

REFERENCES

Mr Murey

Lecturer, Moi University

Mobile no.:0721951265

Duncan Mukunga

Lecturer, Moi University

Mobile no.: 0721680419

Richard Menge

Accountant, KALRO Kakamega

Mobile no.:0721336991