**Curriculum vitae**

**Philip Silisisi Welemba**

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**Personal Profile**

A motivated, adaptable and responsible Finance professional seeking a position which will utilize the professional and technical skills developed through my education and past work experiences in finance accounting and audit field. I have a methodical, customer-focused approach to work and a strong drive to see things through to completion I value integrity and excellence in my work and I possess excellent communication skills. I have sound knowledge of computer application packages.

**Professional working experience**

**20th to 24th June 2016:** I attended and completed the workshop on preparation of financial statement for the year 2015/2016 using accounting computer software conducted for state corporations and other government agencies at the School of government.

**14th to 18th September 2015:** Attended the Re-Engineering change management training, where I gained the experience of use of the stipulated government procurement procedure and system management, where we adopted the IT systems, away from the previous manual procurement systems.

**Education background**

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| April 2013- Augast2015: | **KCA University:**  Bachelors of commerce (Accounting option)  Attained Second class Honours | |
| 2009-2010: |  | **Nairobi Institute of Business Studies**:  Advanced Diploma in Business Management |
| 2008-2009: |  | **Nairobi Institute of Business Management**:  Attained Diploma in business management |
| 2007-2009: |  | **Information Technology College- Eldoret**  Did certificate in computer packages |
| 2001-2005: |  | **Chesamisi High School:**  Attained a mean grade of B- |
| 1994-2000 |  | St. Joseph primary school attained 343 marks |

**Professional Qualification**

**[Jan-June 2016] [Course]**

Completed Certified Public Accountancy (CPA) Part II at Vision Institute of Professional studies.

**Areas Covered:**

* Auditing Practice and Investigation
* Company law
* Management Information system
* Quantitative analysis
* Company law
* Entrepreneurship and Communication
* Financial Management and financial reporting

2015 I attended a 2 weeks Seminar on: -Computer skill-Office Automation - Integrated Financial Management InformationSystem (IFMIS) at National treasury

**Career Experience/Work History**

**July 2018-Date:**

Working with **Platinum credit County branch** as a **direct sales representative.**

**Responsibilities:**

* Doing daily field work to source for new leads
* Selling loan products to Civil servants and members of TSC
* Filling loan application forms together with the clients and counter checking for errors
* Capturing the details of the loan application form into Mambu system using
* Counter checking for errors before submitting the details.

**Dec 2017-June 2017:**

**Worked as a Freelance Accountant:**

**Responsibilities:**

* Filling returns for clients
* Calculation of VAT and PAYE for clients
* Doing credit management
* Part time lecturer at Vision Institute
* Asset tagging
* Bank Reconciliation

**July 2012-Dec 2017:**

Worked with **Sports Stadia Management Board** as an **Accounts Assistant**

**Responsibilities:**

* Capturing and verification of Invoices into the system
* Budget control and running payroll
* Assisted in preparation of financial statements
* Stock accounting
* Bookkeeping, filing and retrieval of accounting documents
* Preparation of invoices as well as debt collection
* Filling of statutory deduction like PAYE, NSSF, NHIF with Kenya revenue authority.

**Jan. 2010-Jan. 2011**: Worked with Synovate-Ipsos Kenya/Steadman group in the Media Monitoring Department **as a Data Entry Clerk**

**Responsibilities:**

* Using ad-catch and ad-watch systems to get commercials from radio and TV stations
* Monitoring commercials from radio and TV stations
* Preparing brand reports for commercials monitored for clients

**Skills and competencies**

Fluent in spoken and written English and Swahili, Computer literate, experience in financial reconciliations. Proficiency in Mambu system, MS office, QuickBooks and sage.

**Extracurricular activities**

Hobbies: listening to music, playing soccer, watching soccer, writing songs

**REFEREES**

* Chepkorir Beverly

Sales Manager

Platinum County branch

Kenyatta Avenue

Nairobi, Kenya

* Mr. Fredrick Mulama

Human resource

Sports stadia management board

Private bag Kasarani

Tel: +254-20-2390500, 2390501

* Catherine Kamau,

Synovate-Ipsos Kenya

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