**CURRICULUM VITAE**

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ESTHER NEKESA KISONGOCHI

MOI PRIMARY SCHOOL

P.O BOX 688, BUNGOMA.

nekesaestherlei@gmail.com

**PERSONAL INFORMATION**

**Sex:**  Female

**Date of birth:** 23RD June 1993

**Nationality:** Kenyan

**ID No.** 30286397

**Marital Status:**  Single

**Religion:** Christian

**PHONE:** 0716744577

**PERSONAL STATEMENT**

I am a single- driven and goal oriented graduand from Kabarak University school of business seeking a challenging career position and professional development in business, finance and related strategies. I strive to gain satisfaction in an environment that encourages innovation, teamwork and attention to detail towards delivering quality service and making a difference in the world.

**PERSONAL PROFILE**

* Ability to work with little or no supervision and accurate compilation of data
* Ready to learn and take instructions.
* Excellent endurance and ability to work under pressure and deadlines.
* Strong ambitions for success with equally focused determination and stamina to achieve.

**EDUCATIONAL BACKGROUND**

**May 2013- Sep 2016: KABARAK UNIVERSITY**

* Studied Bachelor of Commerce Finance Option

**May 2012-August 2012- DOMINION TRAINING COLLEGE**

* Computer packages
* Digital Opportunity Trust Reach-Up

**2008-2011**- **FRIENDS SCHOOL KAIMOSI GIRLS’**

* Attained B-

**2001-2007- MOI D.E.B PRIMARY SCHOOL**

* Attained 349 marks

**WORK EXPERIENCE**

**FEB 2018: NATIONAL COHESION AND INTEGRATION COMMISSION**

As a finance intern I have learnt the following duties:

* Management of payment vouchers
* Imprest management
* Creating payment vouchers
* Petty cash analysis
* Updating the cashbook and reconciling
* Preparing financial statement
* Filing of financial documents
* Reimbursement of funds
* Cheque management

**2017: INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION**

Registration clerk and polling/ counting clerk. Registered eligible voters for August 8 2017 elections and assisted voters to cast their votes on August 8th and 26th October.

**2015: KENYA INDUSTRIAL RESEARCH AND DEVELOPMENT INSTITUTE (KIRDI).**

Worked as an attachee in the finance and account department from September 1st to November 30th. During this period I learnt the following:

* Filing of financial documents
* Preparing financial statement
* Creating payment vouchers
* Petty cash analysis
* Imprest management

**2013: IEBC**

Polling/ counting clerk. Assisted voters to cast their votes.

**2012: IEBC**

Biometric voter registration and voter inspection. Registered eligible voters and inspected the voters register for errors.

**OTHER PERTINENT ISSUES**

**Languages:** English and Kiswahili.

(Well spoken and written)

**Hobbies/ Interests:**

* Reading
* Travelling
* cooking

**REFEREES**

1. MR KELVIN WANYAMA

HEADTEACHER

MOI D.E.B PRIMARY SCHOOL

P.O BOX 688, BUNGOMA

KENYA.

2. MR AGGREY LIHANDA

LECTURER

KABARAK UNIVERSITY

DEPT; BUSINESS SCHOOL

PRIVATE BAG 2015

KABARAK, KENYA.

TEL; +254707253198

3. MS FLOICE MUKABANA

FINANCE MANAGER

KIRDI

P.O BOX 36050-00100

NAIROBI, KENYA.