

REGINA LEPARACHAO
P.O BOX 173-20300,
NYAHURURU.
PHONE NO:0757846299
EMAIL:reginaleparachao@gmail.com

CROWE ERASTUS AND CO.

P.O.BOX 583-0052,

NAIROBI KENYA.

DATE:16TH FEBRUARY 2025.

Dear Sir/Madam,

RE: AUDIT ASSOCIATES CONTRACT BASIS REF:AA/001/2025

Following the advert, I am writing this letter to express my interest in the position of auditor at your company. With a strong background working with organization,I am so passioning with you since it has been my interest working with organizations. Currently I am working as a branch supervisor at Kinamba branch.

I have pursued in diploma in accounting and also CPA 5, Am currently pursing CPA 6 that's advance level and I believe that my current position at home business Sacco and my academic qualification equipped me to align with the requirement as an auditor.

I am eager to bring my dedication,analytical skills and enthusiasm to the team and support CROWE ERASTUS mission and contribute to its continued success. Enclosed is my resume, which provide additional details about my professional background.I welcome the opportunity to discuss how my skills and experience align with the needs of auditor at CREWO ERASTUS AND CO.

Thank you for considering my application,looking forward for your feedback.

Yours faithfully,

REGINA LEPARACHAO



CURRICULUM VITAE

PERSONAL INFORMATION

NAME: REGINA LEPARACHAO

DATE OF BIRTH: 23/07/1999

GENDER: FEMALE

NATIONALITY: KENYAN

RELIGION: CHRISTIAN

OCCUPATION: ACCOUNTANT

TELEPHONE: 0757846299/0788898954

POSTAL ADDRESS: 26-40700

EMAIL ADDRESS: reginaleparachau@gmail.com.

PROFESSIONAL SUMMARY

I am an optimistic, competent and customer-focused individual who can “think outside the box” when given a chance in any company or organization to work and enhance its global competition and production.

CAREER OBJECTIVES

To work in a dynamic and fast changing environment in any type of field and utilize my knowledge and skills so as to achieve in a professional and user-friendly environment and acquire the best of each activity I take part in as well as building a good relation with every individual on all capacity they serve since it's only through team work that I can gain sufficiently a diverse knowledge and competency.

WORK EXPERIENCE

AUGUST 2024 TO DATE: BRANCH SUPERVISOR KINAMBA

NOV 2023-MAY 2024: INTERN SUPA SACCO LTD NYAHURURU BRANCH

JAN 2023-APRIL 2023: ATTACHEE MUHOTETO CLINIC

ROLES AND DUTIES

- ✓ Interviewing customers to obtain information needed for opening new accounts
- ✓ Performing various administrative functions including filing paperwork and booking
- ✓ Complete daily working transactions like account tracking, payroll processing and bank reconciliation with 100% accuracy.
- ✓ Compiling general ledgers entries on short schedule.
- ✓ Organized and carried out efficient month-end, quarterly processes.
- ✓ Generating financial statement and facilitate account closing procedure each month.

ACADEMIC BACKGROUND

2021-2024: ST ANNES CATHOLIC INSTITUTE

2016- 2019: AIC MOI GIRLS SAMBURU

2008- 2015: MARALAL PRIMARY SCHOOL

CORE PROFICIENCIES

- ✓ Strong communication skills
- ✓ Efficiency and effectiveness
- ✓ Attention to details
- ✓ Financial analysis
- ✓ Report writing and documentation
- ✓ Flexible and confidence
- ✓ Good interpersonal skills

INTEREST AND HOBBIES

Travelling

Reading

REFEREE

BRANCH MANAGER
SUPA SACCO LTD
NYAHURURU
P.O BOX 271-20600
0712745363.

MANAGER MUHOTETO CLINIC
DR. PETER KIBET
0729257952
NYAHURURU



CA69469



CAII202414310956

*This is to certify that
Regina Leparachao
passed the*

Certified Public Accountants
Intermediate Level Examination

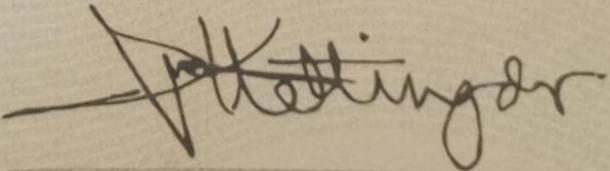
KNQF LEVEL 6

held in

April Two Thousand and Twenty Four
having satisfied the examiners in the following papers

Company Law
Financial Management
Financial Reporting and Analysis
Auditing and Assurance
Management Accounting
Public Finance and Taxation




Dr. Kettinger

Secretary

Reg No. NAC/345257



kasneb Towers, Hospital Road , Upper Hill, P.O. Box 41362 - 00100 Nairobi, Kenya
Telephone: 254(020) 4923000/2712640/2712828 Cellphone: 0734 600624/0722 201214
Fax: 254(020) 2712915 Email: info@kasneb.or.ke Website: www.kasneb.or.ke

SUMMARY OF EXAMINATION RESULT

Registration No	Name and ID Number		
NAC/345257	REGINA LEPARACHAO 39054506		
Date of Issue	Examination Sitting	Examination Center	Reference No
15 / 05 / 2024	APRIL 2024	431	A212024/18

EXAMINATION

CPA INTERMEDIATE LEVEL

Paper	Title	Result
CA21	Company Law	*PREVIOUS CREDIT*
CA22	Financial Management	*PREVIOUS CREDIT*
CA23	Financial Reporting and Analysis	*PREVIOUS CREDIT*
CA24	Auditing and Assurance	*PREVIOUS CREDIT*
CA25	Management Accounting	*PREVIOUS CREDIT*
CA26	Public Finance and Taxation	*PASS*
===== END OF RESULT DETAILS =====		

Remarks

This is a result notification and NOT a Certificate

REGINA LEPARACHAO

ISSUED BY

P.O. BOX 173

**Prof. NICHOLAS K. LETTING', Ph.D
SECRETARY/CHIEF EXECUTIVE OFFICER**





AD06018



kasneb



AD120234310207

This is to certify that

Regina Leparachao

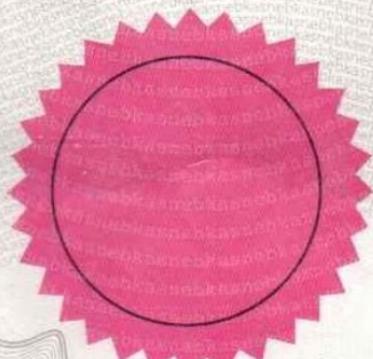
passed the

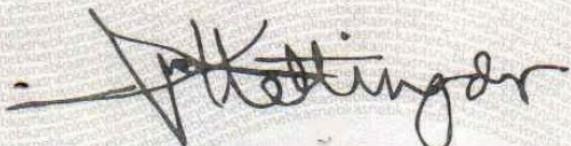
Accounting Technicians
Diploma Examination
KNQF LEVEL 6

held in

April Two Thousand and Twenty Three

having satisfied the examiners in all the prescribed papers





Dr. Kettinger

Secretary

Reg No. **ATD/24732**



Kasneb Towers, Off Hospital Road, P.O. Box 41362 00100, Nairobi, Kenya, Tel: 020 2712640,
020 2712828, ISDN: 020 4923000, Email: info@kasneb.or.ke

EX0021519
REF:2023/2021/CPA/12516

Date: 16/07/2023

**REGINA LEPARACHAO
P.O. BOX 173
NYAHURURU**

Dear REGINA LEPARACHAO

EXEMPTION IN THE CPA EXAMINATION - NAC/345257

We are pleased to inform you that you have been granted exemptions in the following paper(s).

FOUNDATION

CA11	Financial Accounting
CA12	Communication Skills
CA13	Introduction to Law and Governance
CA14	Economics
CA15	Quantitative Analysis
CA16	Information Communication Technology

You are advised to retain this letter as no other document will be issued in respect to these exemptions.

You are further urged **NOT** to attempt any of these paper(s) in which you have been exempted and should you wish to do so, you must seek the consent of Kasneb in advance.

Please note that if you attempt and fail any of these paper(s), the exemption will be withdrawn and you will be required to take all the papers prescribed by Kasneb.

Your's faithfully

A handwritten signature in black ink, appearing to read 'J. Panja'.

For:SECRETARY/CHIEF EXECUTIVE OFFICER

STANNES CATHOLIC INSTITUTE



D.O. BOX 173

NYAHURURU

TEL: 0721 910758

EMAIL ADDRESS: stannesinstitute@gmail.com or <https://stannescatholicinstitute.ac.ke>

THIS IS TO CERTIFY THAT

REGINA LIEPARACHAO.....

has proven proficient by course work and subsequent examination in computer studies in the following package:-

Computerized Accounting(Quick Books and Sage)

and has attained a grade of....DISTINCTION...

Principal's Sign Sr.
DATE: 13TH JANUARY 2023

Instructors Sign



MINISTRY OF EDUCATION

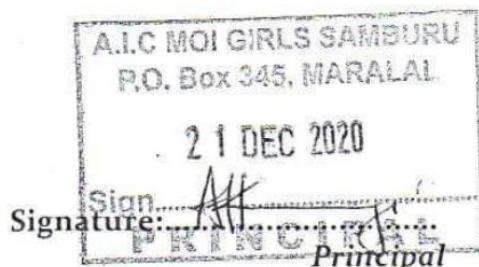
Secondary School Leaving Certificate**A.I.C MOI GIRLS' SAMBURU****P.O. BOX 345 - 20600 MARALAL***Email Address: aicmoigirlssamburu@gmail.com***Admission/Serial No** 2180**THIS IS TO CERTIFY THAT,** REGINA LEPARACHAU

entered this school on 08-Feb-16 and was enrolled in Form 1 and left on
28-Nov-19 from Form 4 having satisfactorily completed the approved
course for Form 4

Date of Birth (*In Admission Register*) 23-Jul-99**Principal's report on the student's ability, industry and conduct**

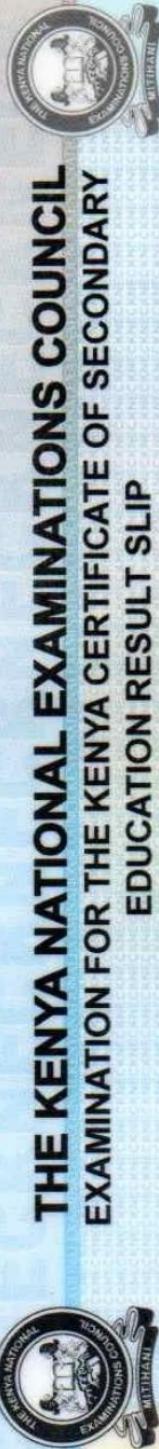
A hardworking and a well behaved student. A committed, dependable and honest leader. She can work under minimal supervision. Actively participated in various co-curricular activities among them being music and athletics.///

Student's Signature.....

Date : 12/21/2020

THE KENYA NATIONAL EXAMINATIONS COUNCIL
EXAMINATION FOR THE KENYA CERTIFICATE OF SECONDARY
EDUCATION RESULT SLIP

K.C.S.E



22502204 A I C MOI GIRLS SAMBURU

22502204/075 REGINA LEPARACHAU

SUBJECTS

- 101 ENGLISH
102 KISWAHLI
121 MATHEMATICS
231 BIOLOGY
233 CHEMISTRY
311 HISTORY AND GOVERNMENT
313 CHRISTIAN RELIGIOUS EDUCATION
565 BUSINESS STUDIES

SUBJECTS RECORDED

MEAN GRADE C- (MINUS)

DATE PRINTED : 200109

SUBJECTS DONE *EIGHT*

ASP# 36

DATE PRINTED : 200109

K.C.S.E 3269444



This result slip is not a certificate. The Kenya National Examinations Council reserves the right to correct the information given on result slips which will be confirmed by issue of certificates (See overleaf)

THE KENYA NATIONAL EXAMINATIONS COUNCIL RESERVES THE RIGHT TO CORRECT THE INFORMATION GIVEN ON RESULT SLIPS WHICH WILL BE CONFIRMED BY ISSUE OF CERTIFICATES (SEE OVERLEAF)

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The Kenya National Examinations Council



KENYA CERTIFICATE OF PRIMARY EDUCATION

KCPE

This is to certify that the candidate named below sat for the Kenya Certificate of Primary Education examination in the subjects shown and attained the grades indicated.

NAME: REGINA LEPARACHAU
MARALAL

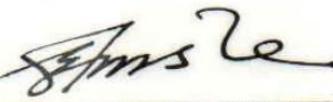
22502202/211
22502202

SUBJECT	GRADE
ENGLISH LANGUAGE	C+ (PLUS)
KISWAHILI	C (PLAIN)
MATHEMATICS	C (PLAIN)
SCIENCE	C (PLAIN)
SOCIAL STUDIES AND RELIGIOUS EDUCATION	C- (MINUS)

EXAMINATION OF 2015
PRINTED : 161018:08174055




Chief Executive Officer
Kenya National Examinations Council


Chairman
Kenya National Examinations Council

This certificate was issued without any alteration whatsoever. See overleaf for grades and mark intervals.

KCPE/ 15 3022531





THE KENYA NATIONAL EXAMINATIONS COUNCIL

EXAMINATION FOR THE KENYA CERTIFICATE OF PRIMARY EDUCATION
RESULT SLIP

KNEC

K.C.P.E

2250220211 REGINA LEPARACHAU
22502202202 MARALAL

F 2015

SUBJECT	MARK	GRADE
ENGLISH LANGUAGE	57	C+ (PLUS)
KISWAHILI	49	C (PLAIN)
MATHEMATICS	46	C (PLAIN)
SCIENCE	52	C (PLAIN)
SOCIAL STUDIES AND RELIGIOUS EDUCATION	43	C- (MINUS)

TOTAL

247

DATE : 160108



*

School Stamp & Date:

Head Teacher's Signature

This result slip is not a certificate. The Kenya National Examinations Council reserves the right to correct the information given on result slips which will be confirmed by the issue of certificates.

K.C.P.E

16040817222

ST. ANNE'S CATHOLIC INSTITUTE



P.O. BOX 173

NYAHURURU

TEL: 0721 910758

EMAIL ADDRESS: stanneinstitute@gmail.com or <http://stannecatholicinstitute.ac.ke>

TALENT SHOW

(THEME: *Promoting Talents*)

CERTIFICATE OF PARTICIPATION

This certificate is Presented to:

REGINAH LEPARACHAO

For Participating in the 2023 Talent Show held at
ST. ANNE'S CATHOLIC INSTITUTE-NYAHURURU, on 7th July, 2023.

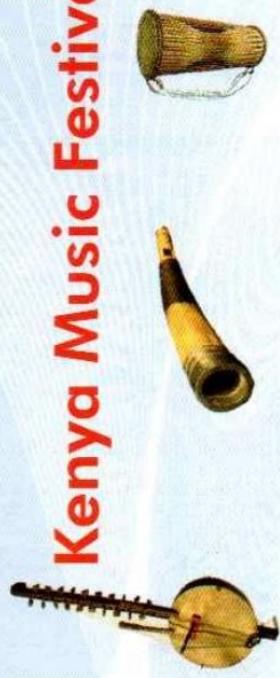
Principal's Sr. Felicia



Coordinator Phillis

Serial No. 52360

Kenya Music Festival



Certificate of Participation

This Certificate was awarded to Reagins Sepachau

Kakamega

of A. I. C. M. Girls

for reaching the National Finals in Nakuru

17.7.2017

Date

Director of Field Coordination and Co-curricular Activities



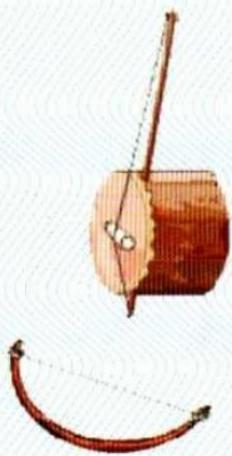
Central Bank Of Kenya

Serial No. 2334

Kenya Music Festival



REPUBLIC OF KENYA
MINISTRY OF EDUCATION



Certificate of Participation

Rising Stars

This Certificate was awarded to

AIC Moi Girls

of

National Coordinator, Co-Curricular Activities

14 -8 -2016

Date



Central Bank of Kenya

Certificate Date : 06/06/2023

Personal Identification Number

A0177090551

This is to certify that taxpayer shown herein has been registered with Kenya Revenue Authority

Taxpayer Information

Taxpayer Name	REGINA LEPARACHAO
Email Address	REGINALEPARACHAU@GMAIL.COM

Registered Address

L.R. Number :	Building : NYAHURURU
Street/Road : NYAHURURU	City/Town : NYAHURURU
County : Laikipia	District : Nyahururu District
Tax Area : Nyahururu	Station : NYAHURURU
P. O. Box : 00	Postal Code : 20300

Tax Obligation(s) Registration Details

Sr. No.	Tax Obligation(s)	Effective From Date	Effective Till Date	Status
1	Income Tax - Resident Individual	10/02/2022	N.A.	Active

The above PIN must appear on all your tax invoices and correspondences with Kenya Revenue Authority. Your accounting end date is 31st December as per the provisions stated in the Income Tax Act unless a change has been approved by the Commissioner-Domestic Taxes Department. The status of Tax Obligation(s) with 'Dormant' status will automatically change to 'Active' on date mentioned in "Effective Till Date" or any transaction done during the period. This certificate shall remain in force till further updated.