

# Kelvine Owino Inganga

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## Personal Profile

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An analytical-minded and dedicated Accounting Technician with strong technical experience within the accounting profession, and computer skills including the ability to record and analyze data using a computer. Passionate about providing exceptional services by producing high-quality work, building and maintaining strong authentic relationships in the firm, maintaining professional standards while upholding integrity, sharing knowledge, delivering insights, and even being acquainted with a professional learning environment as well as an opportunity for personal and professional growth and development and well trained in the field of Accounting.

## Educational Background

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KCA University Main Campus- Africa-Nairobi, Kenya.	Accounting Technician Diploma ATD Level II (May.2023 to date) Certificate in Accounting and Management Skills CAMS (Apr.2022-Apr.2023) Grade Attained: Distinction. Accounting Packages: QuickBooks Grade Attained: Distinction.
Brigham Young University [Online]	Associate Degree Information Technology (Apr.2022- Present) Technical Support Fundamentals Grade Attained: Pass

## Work Experience

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Accountant	Serving as a Clerk at Lucky Summer Ward for The Church of Jesus Christ Of Latter Day Saints (2022- to date) Recording and updating cash and bank incomings and expenses, Budgeting for church Activities, and Preparing documents for Auditing.
Voluntary Work	Served as a full-time missionary for The Church Of Jesus Christ Of Latter-Day Saints in Liberia (2020-2022) Verbal Communication Skills, Planning Skills, Budget Management, Time Management, and Public Relation.
Primary School Assistant Teacher	Destiny Shapers Academy (2018-2020) Prepared lesson plans, hold lessons, assigned tasks to pupils, administered and monitored tests, graded pupils' work, and reported pupils' progress to the school director

## Professional Skills

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- Taxation
- QuickBooks
- Advanced excel
- Trial Balance
- Income Statement
- Statement of Financial Position
- Accounts Payable and Accounts Receivable
- Accruals
- Balance Sheet
- Data Entry
- Basic Java Programming
- Microsoft Windows
- Trouble Shooting
- Bits and Bytes of Computer Networking
- PowerPoint Presentation
- Marketing and Communication
- Entrepreneurship and Management
- Ethical and Moral

## Personal Attributes

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- Visionary and strategic
- Detailed-oriented
- Result oriented
- Outgoing with multitasking ability

## Language Spoken

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- English (Fluent)
- Swahili (Fluent)

## Reference

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Dr. Sharon Anyango, Ph.D.Lecturer- Information and Computer Technology [I.C.T] KCA-Africa Nairobi, Kenya Email: <a href="mailto:sharon@kcau.ac.ke">sharon@kcau.ac.ke</a> Tel: +254721262142	Dr. Minson Mark Ph.D.- Programmer BYU-Pathway Online. Email: <a href="mailto:minsonm@byui.edu">minsonm@byui.edu</a>	Mrs. Lilian Kamigwi Director Destiny Shaper Academy Nairobi, Kenya Tel: +254723965583	President Garry S. Price Former Mission President. Liberia Monrovia Mission. Email: <a href="mailto:garysprice@gmail.com">garysprice@gmail.com</a> Tel:+18014554944
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