CURRICULUM VITAE

PERSONAL DETAILS

NAME : KEN PETER MAINA

GENDER : MALE

NATIONALITY : KENYAN

PHONE NUMBER: 0113381186

LANGUAGE : ENGLISH, KISWAHILI

EMAIL ADDRESS:

CAREER OBJECTIVES

To employ my accounting knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement while gaining knowledge of new skills and expertise.

EDUCATION BACKGROUND

September 2024- November 2027: Kabete institute.

Pursued Diploma in Information Communication technology

Attained a second class Honors (upper division).

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2019-2020 : CPA I

2019-2023 : Kianyambo high school

(Attained C+ in KCSE)

2010-2018 : Kianyambo primary school

(Attained 219marks in KCPE)

WORK EXPERIENCE  
March 2023- October 2024 : Estate park ltd (Based in U.S.A) Via Remote.

customer care services provider

Ket responsibilities

1. Resolving customer complaints
2. Providing technical assistance
3. Managing customer accounts
4. Maintaining positive relationships with customers
5. Handling customers inquiries

June 2022- February 2023 : Line attendant Mathais Supermarket

Key responsibilities

1. Customer service
2. Assisting customers
3. Cleaning and maintenance of stock
4. Rotating stock
5. Removing expired goods
6. Organizing products displays

26 Jan – May 2022. : MEDKAM pharmaceutical ltd

Key responsibilities

1. stock taking.

Jan –May 2020 : Rungeto cooperative society (Intern)

Key responsibilities;

1. Bookkeeping.
2. Preparation of payroll, invoices and impress.
3. Physical verification.

SKILLS.

1. proficiency in QuickBooks (accounting software)
2. Proficiency in point-of-sale 2013 multistore level (accounting software)
3. Proficiency in computer packages.
4. Theoretical knowledge in accounting
5. Accounting skills -such as bookkeeping, bank reconciliation, stock taking and preparing of payrolls.
6. Leadership experience- experienced in leading and motivating students having captained the high school football team.
7. Communication skills-ability to work alongside classmates to complete assigned activities, and to fundraise for charities.
8. Interpersonal skills.

HOBBIES.

1. Travelling.
2. Watching (football).
3. Community service.

REFEREES

RACHAEL WANJIRU,

HIGH SCHOOL (Class teacher)

KIANYAMBO HIGH SCHOOL

PHONE NO, 0724967332

DR.MARGRET ATIENO,

C.O.D SOBE,

KAFUCO.

PHONE NO, 0720885588.

DR. DENIS OUMA

DEAN SCHOOL OF BUSINESS AND ECONOMICS,

KABETE INSTITUTE.

PHONE NO. 0727280705.