

# Kigoto Inc.

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## Resume

### kigoto Patrice

**1020 Huntington Trace, Smyrna, GA 30082**

**562 377 2245 (cellphone)**

**kigoto4@gmail.com**

## Experiences

### 1. Taxi Driver from March 2010 to 2014

#### Key responsibilities

Provide ride service for customers who need taxi cab in California area

### 2. Certified Accountant at Bethesda Clinic, Nairobi, Kenya

#### Key responsibilities

General Accounting duties including Auditing

### 3. Coordinator of the Daily running operations of the business.

#### Key responsibilities

Plan, manage and organize the activities of the project office as per the designed document;  
Identify project ideas, gaps, best practices and lesson learned.  
Ensure the proper expenditure and timely utilization of the budget allocated for the respective departments;  
Prepare annual, bi-annual, quarterly and monthly & weekly work plans and oversee its implementation accordingly;  
Ensure that progress narrative and financial reports are prepared and submitted to the programs department and the allocations of the Funds accordingly.

### 4. Large format Digital printing press maintenance and repairs Both HP and European Digital press

#### Key responsibilities

Facilitate planning process of different digital printing activities.  
Participate in installations of European Digital printing press

## **Educational background**

Bachelor of Science degree (Bsc) in Accounting, Certified  
HP Printing Press Engineer, Certified INCA spyder  
European Press Engineer.

## **Skills and Competencies**

Computer: Computer hardware installations and maintaince  
Microsoft office application word, excel, power point, and  
internet browse;  
Photoshop  
Report writing  
Very good in mathematics  
Team work  
Meeting tight deadlines

## **Current activities**

Attending a basic short term course (training) on how to  
build website using HTLM, CSS and javascript, which is  
organized by Refugee Career Hub.  
Attending Codecademy online course on HTLM, CSS and  
javascript.

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