

# **Resume**

**Kigoto Patrice.**

**1020 Huntington Trace,**

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## **Experiences**

### **Taxi Driver from March 2010 to 2014**

#### **Key responsibilities**

Provide ride service for customers who need taxi cab in California area metro and surrounding.

### **Certified Accountant at Bethesda Clinic, Nairobi, Kenya**

#### **Key responsibilities**

General Accounting duties including Auditing

Coordinator of the Daily running operations of the business.

Plan, manage and organize the activities of the project office as per the designed document;

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 overseas 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

### **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 Equivalent) in Accounting, Certified HP Printing Press

Engineer, Certified INCA spyder European Press Engineer.

## **Skills and Competencies**

Computer: Computer hardware installations and maintenance 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 HTML, CSS and

javascript, which is organized by Refugee Career Hub. Attending Codecademy online course on

HTML, CSS and javascript.