

CURRICULUM VITAE
CAROLINE CHEPKOECH

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PERSONAL PROFILE

I am a talented, skillful and versatile Accountant with a skillset, growth and curiosity to learn and grow in a field that requires accounting knowledge. Having recently graduated, I look to secure an entry level position in a professional company, where I can learn and develop my skills while assisting the company in their professional efforts to the best of my ability with trust worthy attitude. Additional to that I am able to work on a team on own initiative or as part of the team.

PERSONAL ATTRIBUTES

- Exceptional communication skills both in English and Kiswahili.
- Highly organized and efficient.
- A team player and able to work under minimal or no supervision.
- Proactive and good at customer relations

WORK EXPERIENCE

Accounting April 2024 - August 2024 Administration Officer at Emgwen Sub county

- Filing and keeping data in storage.
- Performing research.
- Answering phone calls.
- Welcoming and greeting guests.
- Purchasing tools and materials.
- Sending emails to clients.
- Controlling change.
- Maintaining public relations

Accounting April 2023 - March 2024 Credit Intern at Vision Fund Eldoret Branch

- Assist in the analysis of financial statements and credit data to evaluate the financial condition of individuals and businesses applying for credit.
- Prepare spreadsheets and models to support analysis of new and existing credit applications.

Accounting Sept 2019- Feb 2021 Credit Officer at Inuka Company limited

- Compute payments schedule
- Submit applications to credit analyst for verification and recommendation
- Review and update credit loan files
- Provide special services such as investments banking and clients with more specialized needs
- Supervise loan personnel
- Petition courts to transfer title deeds of collateral to banks

Accounting May 2019 -August 2019 Accounting Attachee at Chebut Tea Factory, Kapsabet.

- Prepared bank reconciliations.
- Prepared requisition Cheques to pay casual workers in time.
- Updated the factory's cashbooks.
- Prepared Factory's Journals and updated.

Record-keeping between 2017 and 2019 various businesses and organizations.

OTHER QUALIFICATIONS AND ACHIEVEMENTS

- Exception performance in CPA part I, currently doing CPA Part II.
- Certificate from KESAP for successfully completing SPSS and Computer Packages.

EDUCATION BACKGROUND

2015–2019	Meru University of Science and Technology.	Bachelor of Business Administration.
2011-2014	Turbo Girls High School	Kenya Certificate of Secondary Education
2001-2010	Fr Kuhn Academy Primary School	Kenya Certificate of Primary Education

INTERESTS AND HOBBIES

- Keen interests in business related issues.
- Socializing and meeting new people.
- Learning new things.
- Keen interests in technology.

REFEREES

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