# MWANJE WINNYKISTER.

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0745390699

# PERSONAL DETAILS

Nationality: Kenyan Religion: Christian. Marital Status: Single.

Languages: English & Swahili (proficient in both). ID NO: 31524040

# CAREER OBJECTIVES

* To make more significant contribution in terms of efficiency, integrity and accountability for the purposes of general growth of the profession and organization as a whole.
* To acquire more skills and knowledge that will enable me advance my career and rise to more challenging positions for a positive difference.
* To learn from others (team) and to be part of achievement, growth and success of an organization.

# SKILLS

* + Strong Analytical and Problem solving skills.
  + Proficient in Advanced Excel.
  + Good Presentation skills.
  + Proficiency in Computer.

# EXPERIENCE AND PLACEMENTS

# January 2025 to date -Budget Controller at Nyamira Heights Suites.

# System used-robisearch.com

# Budget preparation for different departments to forecast income and expenses for a given period

# Monitoring and tracking of expenses and revenues identifying any variances

# Financial reporting showing departmental performances

# Forecasting future budgets based on market trends, seasonality and performance

# Collaboration with finance, purchasing and departmental heads to ensure all teams understand and follow budgeting rules

# March 2023 to December 2024-Cost Controller and Cashier

# at Hotel Nyakoe-Pepo Kenya ltd

# Roles and responsibilities

# System used –Bravo synergy

# Handling payments

# Guest check in/check out support

# Maintaining accurate records

# Providing customer service

# Ensuring financial security

# Supporting other departments

# Monitoring hotel costs

# Inventory control

# Pricing and cost analysis

# Reporting

# Coordination

## October 2022 to February 2023 -Procurement officer at Ufanisi Resort ltd

**Roles and responsibilities**

**System Used-Easy burp**

* Buying products and services.
* Managing procurement processes.
* Suppliers relations
* Understand business goals
* Sustainability.
* Accountability of end to end product and service.

## April 2021 to October 2022- Assistant Accountant / cost controller at Ufanisi Resorts ltd

**Roles and responsibilities**

* Ensuring financial transactions are properly recorded and entered into the computerized accounting systems
* Ensures compliance with government and corporate policies regulations and laws Prepares monthly forecast & annual budgets prepares all allocations
* Monitors compliance with generally accepted accounting principles and hotel procedures. Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.
* Reviews accounts payables and weekly check runs and reconciles
* Compiles and analyzes financial information to prepare entries to general ledger accounts, cost centers and documents business transactions.
* Responsible for daily Stock takes, reconciliation and timely of daily sales reports against expenses.
* Responsible for verification of income auditing, receivables & debtors’ reconciliation Distributes monthly comparison reports and cost center reports according to schedules. Prepares financial statements and other reports to summarize and interpret current and projected company financial position.
* Analyze transactional processes and identify areas where additional accuracies and efficiencies can be achieved.
* Applies cost accounting methods to achieve accurate representation of cost center performance. Coordinate monthly closing process and reconciliation of general ledger accounts
* Responsible for all taxes obligations.
* Maintain system of accounts and keep records on all company transactions and assets Report, analyze, and ensure integrity of all financial information.
* Check and verify voids
* Control F&B outlets in efficiency, wastage, and pilferage

## Nov 2020 to May 2021– Kijeuri Tea Factory Sorting Section

* Processing of tea leaves
* Sorting of tea leaves
* Grading of tea leaves

## May 2020 to October 2020 – Cost controller at Roy Resort Keroka.

## System Used-Citron solution

* Maintaining accurate records
* Providing customer service
* Ensuring financial security
* Supporting other departments
* Monitoring hotel costs

## January 2020 –Cashier.

Worked as a cashier at shivling supermarkets

## March 2019 – Nov 2019- Customer Service Officer/Receptionist at Eclof Kenya

Answering customer inquiries via phone, email, and in-person

Updating guest’s records in the system including notes about interactions. Visiting group meetings

# EDUCATIONAL BACKGROUND

**2016: The Sigalagala National Polytechnic Course**: Diploma in Banking and Finance

## 2009 – 2012: Imusutsu Mixed Secondary School

**Course:** Kenya Certificate of Secondary Education Mean Grade: C (Minus)

## 2000 - 2008: Kapsoi Primary School.

**Course:** Kenya Certificate of Primary Education. Mean Grade: B (Minus)

# BUSINESS INTERESTS

* Property and Real Estate.
* Oil Market (Retailing).
* Contemporary Agribusiness.
* Financial Consultancy & Advisory.
* Financial Markets & Data Analysis\Forecasting.
* Investment Banking & Market Research.
* Pensions & Retirements Benefits Schemes
* Economic Analysis
* Economic modeling and computer simulation

# HOBBIES

* Socializing, debating, travelling, community service and collecting souvenirs.
* Researching on contemporary trends around the globe and business markets.
* Reading business journals and Autobiographies.
* Playing soccer.

# REFFEREES

Mr.Maurice Guyah

General Manager

Hotel Nyakoe ltd

0720754523

Mr. Shadrack Nzaih

General Manager, Nyamira Heights Suites

0720618622

KISII

Mr. Wycliffe Otieno , Chief Accountant Ufanisi Resort limited 0702393959