**CURRICULUM VITAE**

**PERSONAL INFORMATION**

Name **Serem Lydia Chemutai**

Religion: Christian

Nationality: Kenyan

Marital Status: Married

Postal address: P.O Box 1661 Eldoret

Cell phone: 0720 976 835 / 0722 644 282

Email: [lydia\_makau@yahoo.c](mailto:lydia_makau@yahoo.c)om/stevelyd56@yahoo.com

Current Salary: 40,000

Expected Salary: 50,000

**CAREER OBJECTIVE**

To utilize my professional skills and knowledge acquired in reaching my potential and achieving the goals of your organization hence build a stronger career.

**WORKING EXPERIENCE**

1. November 2013 –To Date: **Accountant** at Gravity Solutions Limited.

**Responsibilities:**

* Bank Reconciliation on a monthly basis and ensuring all reconciliation issues are closed.
* Filling of all statutory deductions (VAT, PAYE, NSSF, NHIF, Withholding Tax) And ensuring that payments are made on time without attracting penalties.
* I Posses excellent knowledge of KRA I tax system
* Sage VIP Payroll
* Data Entry.
* Debt Collection(Account Receivable)
* Processing invoices and attaching ETR.
* Preparation of Payment vouchers with all supporting documents for suppliers due for payment and submitting the same for approval.
* Maintain up to date supplies ledger/list
* Handling of petty cash payments
* Quarterly stock take
* Recording and updating financial books of accounts with payments and receipts entries
* Availing of periodic reports to the Management

1. January 2012-May 2012:**Assistant finance officer** at Baguette Ltd, Nairobi

**Responsibilities**

* Preparation of invoices and attaching ETR receipts.
* Preparation of daily sales, open invoices, bank balances and cash balance report.
* Preparation of daily balances report and sending to General Manager via email.
* Support administration in debt collection by providing updated open invoice balances when requested.
* Sending statement to clients on regular basis or on request.
* Maintain up to date supplies ledger/list.
* Keeping good records of scanned invoices and credit notes.
* Advising the management on cost.
* Working with administration and signatories to facilitate payments and purchases.
* Attending to clients queries on statements and invoices.
* Working with the orders department to ensure proper invoicing.
* Maintain raw materials stock sheet.

**PROFESSIONAL QUALIFICATION**

* CPA (Certified Public Accountant) PART 3 (CPA K) - PASS
* CPA (Certified Public Accountant) PART 2 – PASS
* CPA (Certified Public Accountant) PART 1 - PASS
* KATC 1 & 2 - PASS

**ACADEMIC QUALIFICATION**

* 2013-to date: Diploma in theology (continuing) at PAC University
* 2000-2003: Kenya Certificate of Secondary Education at Elgon View Academy
* 1992-1999:Kenya Certificate of Primary Education at Chemalal Primary School

**COMPUTER SKILLS**

* Sage Pastel Evolution Software(ERP)
* Quick Books Software
* VIP Payroll Software
* Microsoft office (word, excel, access, outlook and power point)

**HOBBIES**

* Eagerness to learn and enjoy a highly sociable environment
* Listening to worship music

**REFEREES**

**Margaret Amisi Pastor. Boniface Mutinda**

Accountant Senior Pastor

CTG Global Kenya Ltd, PEFA Springfield Church

P.O Box 61- 05100, Nairobi. Utawala

Phone no.0726 804 753 Phone no.0723 313 625