

### **Personal Details**

Name: Peter Njuno  
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### **Summary**

Skilled finance officer with over 4 years of experience and familiarity with audits, invoices and budget preparations, quick Books, transactions reconciliations, customer care, financial analysis and financial reporting. Am a good communicator, sharp analytical thinker, detailed oriented, good with numbers and always meet deadlines.

### **Work Experience**

**Finance Officer** - First Assurance Kenya Limited, Jan 2015 to present.

Main Responsibilities.

- Contribute in preparation of reports and financial statements to provide senior managers and staff with information for management and status of company's medical finances.
- Complete accurate statement reconciliations for 250 plus medical service providers.
- Preparation posting and processing of medical service providers payments and individual member reimbursements.
- Medical department bank reconciliations.
- Assist in budget preparation.
- Established and maintain relationships with medical providers' representative to provide assistance with problems they may encounter.
- Assist in internal and external audits etc.

**Assistant Accountant** – Kenton Secondary School, March – Dec 2013

Main Responsibility

- Handled collection of school fees and managing school's book of accounts.
- Tracking and management of payables and receivables.
- Preparations of invoices and school budgets.

### **Academic Qualifications**

**Bachelor Degree in Commerce**, Banking and Finance Option – 2<sup>nd</sup> Class Upper from Catholic University of Eastern Africa. Class of 2012.

**Certified Public Accountant Certificate** – Continuing, Currently at Part II Section I.

### **Referees**

Mr Adam Nganga  
Head of Medical Operations  
Sanlam General Insurance  
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