

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.

- Medical service providers' statement reconciliations.
- Medical service providers' payments and member refunds.
- Medical department bank reconciliations.
- Assist in budget preparation.
- Collection of premiums.
- 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 – 2nd 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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Mrs Dorothy Oludhe
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