**CURRICULUM VITAE**

**ACCOUNTING AND FINANCE**

**ESTHER ROSE GATHONI THUMI**

**Email: estherthumi140@gmail.com|Mobile Number: 0792773371**

**PERSONAL PROFILE STATEMENT.**

I am an ambitious, Charismatic, hardworking and motivated lady with an experience in Accounting, Data Entry and customer services. During my previous related jobs, I managed to record great tracks. The main attributes to this are but not limited to;excellent customer service as well as good communication skills,creativity and fluency. I am currently studying Bachelor’s Degree in Commerce Finance Option at KCA University with CPA level II. My excellent track records in producing high quality results combined with my honesty approach and reliable nature would make me an asset of any organization.

**CORE SKILLS**

* Communication Skills
* Data Management (ERP/Excel)
* Bookkeeping
* Accuracy
* Team Player
* High Integrity
* High Flexibility
* Reliability
* High Emotional Intelligence
* Leadership

**EDUCATION BACKGROUND**

2021 to date: KCA University: Bachelor’s in Commerce (Finance Option)

2020-2023: CPA part 2 certification

2016-2019: Kambui Girls Highschool

Grade B (plain)

**WORK EXPERIENCE**

1. From Feb 2023 to date: Student Engagement Program Kca University Admissions

Duties and Responsivities

* Entering Students Data into ERP system
* Capturing such similar data into Excel Sheet/Google Sheet
* Generating a goggle sheet and maintaining certificates inventory
* Sorting and Filing of Students’ applications
* File retrieval from the store.
* Handling Enquiries
* Filing and issuing Certificates and transcripts

3. From May 2020 to Nov 2020: Retail shop cashier at Twafami second Hand clothing Store

Duties and Responsibilities

* Developing customer relation and maintaining customers
* Keeping books of Accounts
* Giving reports on Customer experience
* Making purchases and balance stock
* Pricing of products and determination of profit

**Training**

KRA TAX TRAINING:

Held at KCA university through Accounting and Finance Association of KCAU(AFSA) and tax society of KCAU.

EXPERIENCES FROM THE TRAINING

* Filing of tax returns for example nil returns and income tax returns as well as withholding tax returns etc
* Creating awareness to the general public on how to file, importance of paying taxes,tax amnesty etc

Achievements

**EXTRA- CURRICULAR ACTIVITIES**

Awards

* October, 2019: Recognized as the outstanding students’ Secretary General at Kambui Girls Highschool and was awarded a certificate.
* January, 2022: Awarded certificate of participation in National Accounting and Finance Summit at Kenyatta University.

Leadership

* April 2021– Sep 2021: SOB representative (Accounting and Finance Club of Kcau)

**HOBBIES & INTERESTS**

* Learning new Skills: I like learning new skills.
* Touring: I enjoy adventurous trips
* Reading: I like reading motivational and Christian books
* Community voluntary service: I am passionate about giving back to the society
* Research: I spend lots of time to understand different concept through reading, surfing the internet.

**REFEREES**

1. Mr. Daniel Kasili

Senior Assistant Registrar KCA university.

Tell: 0719478426

1. Borniface Njuguna

Financial Analyst EABL company.

Tell:0726039561