

CURRICULUM VITAE

ELIJAH WEKESA MABONGA

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PERSONAL DETAILS

NAME : Elijah Wekesa Mabonga
SEX : Male
DATE OF BIRTH : 20 – 12-1992
NATIONALITY : Kenyan
ID NO : 30214927
LANGUAGE : English, Kiswahili, Luhya
MARITAL STATUS : SINGLE

PERSONAL OBJECTIVE(S)

To be dynamic and result oriented in all working conditions as I develop and sharpen my skills further according to my career.

Finance specialist, with a sound understanding of all financial standards, team leader, critical thinker, good knowledge on sales and marketing aspect, computer literate, excellent customer service and good communication and writing skills, positive attitude, keen to learn, honest, ability to meet deadlines. Ambitious and looking forward to playing a key role in the success of an organization.

EDUCATION BACKGROUND

YEAR OF STUDY

INSTITUTION

2012- 2016

Kibabii University

Bachelor Degree In Bachelor of Commerce (**Finance option**)

(Second Class)

Jan 2012-April 2012

Tech-minter computer co. ltd

Certificate In Computer Application

2008 - 2011

Bukembe Friends Secondary School

Kenya Certificate of Secondary Education (K.C.S.E) C + plus

1999-2007

Almond Complex Bukembe

Kenya Certificate of Primary Education (K.C.P.E) 353/500 Mks

SKILLS

Professional skills

- Good interpersonal skills with various personalities at all levels
- Report writing
- Professional competence in work performance.
- Litigation Process skills.
- Ethical Codes in Professional.
- Financial analyzing
- Good communication and written skills
- Excellent computer skills
- Extension knowledge of excel spread sheet
- Excellent knowledge of sales and marketing.
- Excellent skills on customer service
- Knowledge on handling quick books
- Knowledge on reconciliation and consolidation of finance

Personal Skills

- Ability to learn new knowledge to apply for any profession demand
- Ability to work in and lead team .
- Ability to learn fast and adapt to new environments.
- Ability to work in a multi-ethnic environment with sensitivity and respect for diversity.
- Ability to carry out procedures with precision, time management and with minimum supervision..

EMPLOYMENT AND WORK EXPERIENCE

Feb 2018 to Date : Intern at Tusker Mattresses Limited in finance department under Accounts payables

Jan 2017 To Nov 2017 :Volunteer Assistant accountant : Community Development And Sustainability organization (C.D.S) Bumgoma County

DUTIES ND RESPONSIBILITIES

- Cash book management.
- Budgeting.
- Preparation of monthly and annual management accounts.
- performance monitoring
- Cost ascertainment
- File management

October 2016- Jan 2017: Financial advisor at corporative insurance company group (CIC GROUP)

- Market survey to identify the right market for our products.
- Product presentation (product information)
- Prospecting.
- Documentation and filling
- Creating of businesses online.

May2014-July 2014 Three months field attachment at Nzoia Sugar Company Limited

I was attached to **finance departments** in various sections where I covered the following

- Preparation of farmers' payments.
- Preparation officials payment for suppliers and third parties.
- Payroll management.
- Preparation of salaries and wages.
- Cash book management.
- Budgeting.

- Preparation of monthly and annual management accounts.
- performance monitoring
- Valuation of stock.
- Cost ascertainment

PERSONAL INTERESTS

- Team work
- Travelling
- Reading novels
- Making friends

REFEREES

DR. EDWIN MASIBO
LECTURER KIBABII UNIVERSITY
P.O BOX 1699-50200,BUNGOMA.
PHONE NO: 0729555350

Mr.Kundu Bramuel Wamasebo
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