

CURRICULUM VITAE

ESTHER NEKESA KISONGOCHI
MOI PRIMARY SCHOOL
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PERSONAL INFORMATION

Sex: Female
Date of birth: 23RD June 1993
Nationality: Kenyan
ID No. 30286397
Marital Status: Single
Religion: Christian
PHONE: 0716744577

PERSONAL STATEMENT

I am a single- driven and goal oriented graduand from Kabarak University school of business seeking a challenging career position and professional development in business, finance and related strategies. I strive to gain satisfaction in an environment that encourages innovation, teamwork and attention to detail towards delivering quality service and making a difference in the world.

PERSONAL PROFILE

- Ability to work with little or no supervision and accurate compilation of data
- Ready to learn and take instructions.
- Excellent endurance and ability to work under pressure and deadlines.
- Strong ambitions for success with equally focused determination and stamina to achieve.

EDUCATIONAL BACKGROUND

May 2013- Sep 2016: KABARAK UNIVERSITY

- Studied Bachelor of Commerce Finance Option

May 2012-August 2012- DOMINION TRAINING COLLEGE

- Computer packages
- Digital Opportunity Trust Reach-Up

2008-2011- FRIENDS SCHOOL KAIMOSI GIRLS'

- Attained B-

2001-2007- MOI D.E.B PRIMARY SCHOOL

- Attained 349 marks

WORK EXPERIENCE

FEB 2018: NATIONAL COHESION AND INTEGRATION COMMISSION

As a finance intern I have learnt the following duties:

- Management of payment vouchers
- Imprest management
- Creating payment vouchers
- Petty cash analysis
- Updating the cashbook and reconciling
- Preparing financial statement
- Filing of financial documents
- Reimbursement of funds
- Cheque management

2017: INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION

Registration clerk and polling/ counting clerk. Registered eligible voters for August 8 2017 elections and assisted voters to cast their votes on August 8th and 26th October.

2015: KENYA INDUSTRIAL RESEARCH AND DEVELOPMENT INSTITUTE (KIRDI).

Worked as an attachee in the finance and account department from September 1st to November 30th. During this period I learnt the following:

- Filing of financial documents
- Preparing financial statement
- Creating payment vouchers
- Petty cash analysis
- Imprest management

2013: IEBC

Polling/ counting clerk. Assisted voters to cast their votes.

2012: IEBC

Biometric voter registration and voter inspection. Registered eligible voters and inspected the voters register for errors.

OTHER PERTINENT ISSUES

Languages: English and Kiswahili.
(Well spoken and written)

Hobbies/ Interests:

- Reading
- Travelling
- cooking

REFEREES

1. MR KELVIN WANYAMA
HEADTEACHER
MOI D.E.B PRIMARY SCHOOL
P.O BOX 688, BUNGOMA
KENYA.

2. MR AGGREY LIHANDA
LECTURER
KABARAK UNIVERSITY
DEPT; BUSINESS SCHOOL
PRIVATE BAG 2015
KABARAK, KENYA.
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3. MS FLOICE MUKABANA
FINANCE MANAGER
KIRDI
P.O BOX 36050-00100
NAIROBI, KENYA.