

CURRICULUM VITAE

PERSONAL DETAILS

Name : NOBERT NYONGESA MUNYANGANYI
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Date of birth : 8th August 1990

OBJECTIVE

Seeking a position in the accounting field where excellent analytical and technical skills can be utilized to improve the company's profitability

PROFESSIONAL SUMMARY

- Enthusiastic and flexible accountant who adapts easily to the evolving accounting processes and also new environment.
- Results-orientated accounting professional with broad experience in a deadline-driven environment. Proved to be among the top employees who submitted every due report in time
- Proven track record in consistently and effectively delivering my accounting duties that enhances the company's purpose and profitability.

EDUCATION

January 2016-To Date	Moi University Bachelor of Business Management
January 2012 – December 2013:	K.C.A University. CPA Part One and Two
January 2011- March 2011:	Star College of Management, Certificate in Basic Computer Packages.
January 2006 - November 2009:	I attended St. Charles Lwanga High School and attained B- (Minus)

PROFESSIONAL EXPERIENCE

November 2015-To Date: HIGHRISE KIBERA SACCO

Accountant;

- Preparing and update clients' statement of account, providing top-up balances and payoff balances to those who want to clear their loan balances.

- Providing monthly bank reconciliations: This includes banks', Liability and creditors reconciliations.
- In Management accounts, I provide analysis of product stocks; I prepare monthly financial statements and cost analysis reports.
- Preparation and submission of county dues using Jambo Pay system.
- Maintaining Petty cash and office monthly budget.
- Regulatory (statutory) obligations-filing returns for the company on timely basis this includes, VAT, PAYEE, NSSF, NHIF and withholding tax.
- Preparing and generation of payroll.
- Ensuring accounting records are well kept through proper filling in their respective files.
- Preparing payment vouchers and generation of payments to the suppliers alongside with their invoices.
- Credit Control. This involves analysis loan repayment by members as well as following up for defaulting members.
- Instituting internal control system to minimize circulation of liquid cash as well as maintaining proper authorization of transactions.

August 2015 – October 2015: MOLYN CREDIT LIMITED

Assistant Credit Controller;

Molyn credit Limited is a Microfinance company that offers credit and financial advisory services to the modest earning employees in the civil service, state corporations, and private organizations throughout the country. As an assistant credit controller, my responsibilities were as follows:

- Reviewing institutions and asses financing payment from clients and dispatching their statements before 15th of every month.
- Facilitate internal demand letters to the defaulting clients and advice sales instructions where applicable.
- Liaising with Lawyers in instituting legal actions against defaulting clients.
- Preparing credit reference bureau (CRB) list on a monthly basis.
- Coordinating daily extraction of debt follows up by phone, visits and recoveries. Maintained an up to date database of all assigned accounts with collections done with specific dates.
- Made follow ups on arrears and collect as per the set targets and also monitoring and rehabilitating delinquent accounts Issuing of timely comprehensive statement to clients

January 2015 to May 2015: SAROVA TAITA HILLS AND SALTICK GAME LODGES.

Finance Intern;

As a finance intern, I was based in Purchasing, Receiving, F&B, and accounts departments which had different duties. The following were my key responsibilities and experience as an intern.

- Weekly F&B report preparation: Computation of net sales and revenue generated weekly as well as ascertaining the total costs incurred on a weekly basis.
- Cash Management: bank reconciliation, cheque requisition and preparation, generation of daily and monthly revenue report.
- Creditors: Capturing of supplier invoices in MC (material control system) system and generation of payments listing as well as raising of LPOs.
- Night Audit. Verifying the correctness and accuracy of invoices and receipts as well as posting them in the system. Compiling end of day reports as well as running trial balance reports.
- Management Accounts: analysis of product stocks, preparation of monthly financial statements and cost analysis reports.
- Stock taking. Involved spot check of inventory in the stores in comparison with what had been consumed to ascertain the total costs as well as facilitating requisition process.

August 2011 to June 2014: KCA UNIVERSITY

Work Study;

As a beneficiary of work study program, I gained experience in operating machines, arranging of books in the shelves, filing of documents, coordinating students as I was the bus manager for routes 44 and 45 and enrollment of students. I am familiar with most of the departments including the library, machine room, school of graduates etc.

ACHIEVEMENTS:

- Proved to be among the top employees who submitted every due report before time like weekly and monthly reconciliations.
- Maintained positive working environment with fellow colleague and actively participated in team work.

INTERESTS

- Playing basketball
- Reading novels
- Travelling

REFEREES

Mr. Eric M. Lugalia,
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