

CURRICULUM VITAE

MUNYASIA MAGRINE NANJALA

Tel: 0721 72 78 33

As a professional Accountant, I have highly numerate finance and accounting skills relevant to build a career in my field of study. I am reliable and dependable in meeting objectives, hardworking with high personal standards and attention to detail.

My goal is to transfer my commitment and passion for better performance and self-development.

PERSONAL DETAILS:

- **Date of birth** 03/06/1978
- **Language spoken** English, Kiswahili and Luhya
- **ID number** 20452751
- **Home County** Bungoma
- **Religion** Christian
- **Postal address** 5608 - 30100 Eldoret
- **Email** munyasiamagrine@gmail.com

EDUCATION AND PROFESSIONAL QUALIFICATIONS

- 2012-2014** MOI university: Bachelor of Business Management;
Finance and Banking option – Attained First class honors
- 2010-2011** Pinnacle Business School; Nairobi
Pass in CPA part three; sections 5 and 6 (KASNEB)
- 2009-2010** Pinnacle Business School; Nairobi
Pass in CPA part two; sections 3 and 4 (KASNEB)
- 2005-2006** Orbit School of Accountancy and Management
Pass in CPA part one; sections 1 and 2 (KASNEB)
- 1993-1996** Kabula Secondary school
Kenya Certificate of Secondary Education (KCSE)
Mean grade; C+
- 1985-1991** Kimwanga Primary School
Kenya Certificate of Primary Education (KCPE)

Basic computer and accounting packages

- Word processing - Ms Word
- Spread sheets - Ms Excel
- Sun-system/Vision
- Micros/Opera

PROFESSIONAL BODY

Associate Member of The Institute of Certified public Accountants of Kenya (ICPAK)

WORKING EXPERIENCE

October 2014 to Date - : Boma Inn Eldoret

Department: Finance

Position: Accounts Assistant – Receivables (**Credit Control**)

Duties/responsibilities

- To process the daily transfer from guest ledger to city ledger of all invoices and credit card payments.
- To verify that the room rates charged to travel agents are in accordance with their contracts.
- To ensure that group billings are completed as per contract.
- To ensure that all folio transfers are approved and debtors are routed to correct customers.
- To ensure accuracy of all charges and credits posted to individual accounts.
- To balance all in house accounts on a weekly basis.
- To reconcile payments and open invoices.
- To reconcile accounts receivable trial balances with the general ledger accounts each month and to ensure accurate ageing.
- To answer clients queries promptly, professionally and efficiently.
- To maintain and keep all finance files, ensuring that on a daily basis all relevant account documents are filed correctly.
- Visit clients to deliver invoices and collect payments
- Making sure weekly and monthly reports are properly prepared

- Bank Statement and credit cards statement reconciliation

2011- October 2014: Monte Carlo Restaurant-Nairobi

Position: Accountant

Duties/responsibilities

- Bank statement reconciliation
- Preparing payrolls and paying workers, and ensuring statutory deductions are made and remitted
- Preparing financial statements
- Guiding and supervising the work of accounts clerks/assistant
- Advising the management on food costing

2007-2010: Monte Carlo Restaurant-Nairobi

Position: Accounts Assistant

Duties/responsibilities

- Banking of cash and cheques
- Bank statement reconciliation
- Preparation of monthly and yearly reports
- Inventory/Stock taking and reporting
- Preparing statutory returns and paying .i.e VAT, NSSF, NHIF
- Preparing payrolls and paying workers

2003-2006; Monte Carlo Restaurant-Nairobi

Position: Office Assistant

Duties and responsibilities

- General clerical work, filing and office organizing
- Stock taking
- Banking of cash and cheques
- Remitting of NSSF and NHIF

1998-2000

Worked with BAT as a casual sales clerk stationed at Malakisi leaf Centre

Duties and responsibilities

- Raising invoices
- Filing of receipts and invoices

HOBBIES AND PERSONAL INTERESTS

- Reading
- Watching movies
- Studying

REFEREES

- **Clemence Kimathi**

HR – Boma Inn Eldoret

0723 278 762

klemencekimathi@gmail.com

- **Michael Owaya**

Manager – Africa College of Aviation and Management

michaelowaya@gmail.com , Tel: 0722 304 783

- **Michael Muguchia**

Head of Finance/Hotel Accountant – Boma Inn Eldoret

Michael.muguchia@theboma.co.ke

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