

CURRICULUM VITAE

Name : EMMANUEL KIPKOSGEI MUTAI
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Email : mutaiemmanuel615@gmail.com

PERSONAL DETAILS.

Date of birth : March, 1988
Telephone : 0723782152
Nationality : Kenyan
Marital status : married
Religion : Christian
ID NO : 26121066

CAREER OBJECTIVE.

A qualified and dynamic professional seeks to build a successful career in accountancy to obtain an opportunity to work for general good of the society where I can promote transparency, accountability and above all uphold a high standard of work ethics, to aid in business Development and decision making.

WORK EXPERIENCE.

FEBRUARY 2014 to date: Working at Eldoret Hospital ltd as Billing Clerk.

DUTIES AND RESPONSIBILITIES.

- Preparing invoices for clients.
- Utilizing computer systems to input and manage customer account information.
- Review information entered into an accounting system to verify it's accuracy for final bill preparation.
- Prepare and issue periodic account statements to customers.
- Contact insurance companies to obtain information regarding patients' insurance policies and degree of coverage.
- Respond to patient or insurance company inquiries concerning assigned accounts.
- Handle and address client follow-up inquiries, as well as resolve inconsistencies in billing.
- Preparing, reviewing, and transmitting electronic/proper claims using billing software.
- Establishing payment arrangements with patients; monitoring payments; following up with patients when payment lapses occur.
- Analyzing invoices and data for completeness and accuracy.

January 2012-february 2014 Generation Enterprise

Deployed as accounts clerk

- Preparation of payment vouchers
- General maintenance and updating of company cash books
- Petty cash Re imbusement
- Preparation of monthly reports

**JULY 2011 - DECEMBER 2011 Cfc Stanbic Bank (Cfc life assurance limited) Eldoret
brunch**

Deployed as a sales executive

ACTIVITIES

- Underwriting
- Customer tracking
- Customer care services

**December 2010 to June 2011 Eldoret water and Sanitation Company limited
(ELDOWAS)**

ACTIVITIES

- Preparation of payment vouchers
- General maintenance and updating of company cash books
- Petty cash Re imbusement
- Preparation of imprest claims
- Preparation of monthly reports

22nd August – 22nd December 2009 County Council of Keiyo

Industrial attachment (accounts and finance department)

Duties and activities

- General book keeping
- Preparation of petty cash book
- Preparation of bank reconciliation statements
- Preparation of payment vouchers

EDUCATIONAL BACKGROUND.

**FEBRUARY 2008 – NOV 2010 THE ELDORET NATIONAL POLYTECHNIC,
DIPLOMA IN ACCOUNTANCY**

**2009: STAREHE PROFESSIONAL CENTRE
COMPUTER APPLICATION**

JAN 2003 – NOV 2006: SOY SECONDARY SCHOOL,

Kenya certificate of secondary education (KCSE)

1995-2002: CHEPSIREI PRIMARY SCHOOL,

Kenya certificate of primary education (KCPE)

Others.

2009 :	Kenya Red Cross Association	:	Eldoret Polytechnic
2014:	Accounting Application Packages	:	Quick Books
		:	Sage
		:	Syhos

CAREER INTEREST.

- i. Develop my capabilities and talents that culminate in being an updated professional financial analyst
- ii. Exploit every opportunity in furthering academic endeavors and explore the hidden in the profession

REFEREES.

- 1.) **Mr. Hidris Kata**
Human Resource Manager
Eldoret Hospital
P.O Box 2234-30100
Eldoret.
Tel : 0721722495
- 2.) **CPA Charles Kiprotich Kangogo**
Accountant.
Moi Teaching and Referral Hospital.
P.o Box 8299-30100
Eldoret.
Tel No.0707110910.
- 3.) **Mr. David Barasa Taka**
Hod Billing department
Eldoret Hospital
Po Box 2234
Eldoret.
Tel: 0791564477