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CURRICULUM VITAE

Personal information

Name: **COSMAS MUNYAO MUSAU**

Date of birth: 31st July 1985

Gender: Male

Nationality: Kenyan

Marital status: Married

Religion: Christian

ID No: 24184259

The person

- Excellent analytical, planning and organizational skills with a very proactive approach to achieving results
- Excellent interpersonal skills and public relations.
- Resourceful, committed and responsible with pleasant deposition
- Fully computer literate in word processing, database and power point presentation.
- Competent in technical skills and customer care.

Objective

To give my best to the organizations, where. I will have an opportunity to use my acquired knowledge and skills and work in a challenging environment to improve my skills, develop and make a credible difference in the organizations I will work for.

Languages

English, Swahili

Professional work experience

2015 UNIVERSITY OF NAIROBI - CESSP

Designation : Accounts Assistant (March 2015 – TO DATE)

- Timely auto receipting of students' fees payments.
- Timely billing and reconciliation of students' fees payable.
- Submit monthly reports on actual complaints received, recorded, and

resolved to Director CESSP

- Participate in Internal Quality Audits and Management reviews in conformity to the University QMS.
- Process students' refunds and caution money within 30 working days
- Maintain accurate records and statistics for Self- Sponsored students

2011 UNIVERSITY OF NAIROBI ENTERPRISES AND SERVICES (UNES) LTD.

Finance Department (G3)

Designation: Accounts Assistant (May 2011 - March 2015)

RESPONSIBILITIES:

- Processing students' refunds
- Invoicing students for fees payable and providing fees statements
- Attending to client's and directing them to appropriate officer for action
- Collection of module II and III fees including fees from centres
- Providing professional, prompt, courteous services to all clients

2009 AIR TRAVEL AND RELATED STUDIES CENTRE Nairobi

Accounts Department: Accounts Assistant

Duties

- Book keeping and preparation of final accounts and returns
- Formulating sound financial policies to ensure effective control and accountability
- Responsible for the accounting policies and procedures
- Posting of the invoices and vouchers to the general ledger

- Preparation of periodical budgets for approval by the management

2010 Training Department: AIR TRAVEL AND RELATED STUDIES CENTRE Nairobi

Lecturer in Business Administration Department

**Professional
qualifications**

I am a Certified Public Accountant of Kenya (CPA-K).

MEMBERSHIP

Institute of Certified Public Accountants of Kenya (ICPAK)

September 2014 – December 2018

UNIVERSITY OF NAIROBI

Bachelor of Commerce

- **Finance Option**

Nairobi

July 2006 - June 2010

KCA UNIVERSITY

Nairobi

C.P.A PART III Section 5 & 6

June 2010 – July 2011

KCA UNIVERSITY

Nairobi

C.P.A Part II Section 3 & 4

January 2008- December 2008

KCA UNIVERSITY

Nairobi

C.P.A Part I Section 1 & 2

January 2007 – June 2007

KCA UNIVERSITY

Nairobi

KATC FINAL & INTERMEDIATE LEVEL

July 2006-June 2007

KCA UNIVERSITY

Nairobi

Education**EDUCATIONAL BACKGROUND****College Education:**

KCA UNIVERSITY Nairobi

Secondary Education:

2001-2004 Matiliku Boys High School

Kenya Certificate of Secondary Education **B- (Minus)**

Primary Education:

1992-1999 Mulala Primary School

Kenya Certificate of Primary Education **B (Plain)**

Additional skills.**Computer Skills 2008**

- Ms Word and Windows
- Ms Excel
- Quick Books
- Sage
- Ms Power Point

Summary of qualifications

2014 – 2018

UNIVERSITY OF NAIROBI

Bachelor of Commerce -

Finance Option

Nairobi

[2006 - 2009]

KCA University

Nairobi.

Accountant:

CPA Section 1-6

KATC FINAL

KATC INTERMEDIATE

Computer Application

Extracurricular activities

- Leadership,
- Sports,
- Community activities,
- Peer group motivation,
- Student motivation

**Community
activities**

- Organizing and coordinating youth welfare activities in the village
- Vibrant in contributing to youth social programs and activities
- The matter heart-run,2006-2009

Hobbies

- Reading motivational articles
- Traveling
- Socializing

Referees

Mr. Edwin Waithaka

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Mr. Simon G. Muhengere

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Mr. Charles Gakuu

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