

CURRICULUM VITAE

PERSONAL INFORMATION

FRANCIS MUSILA KIMOLYA

P.o box 30197-00100 Nairobi. Tel: 0720-543528 Email: francis.musila@uonbi.ac.ke

Age: 29 years

A seasoned financial accountant and self-motivated professional, whose goal is to offer dependable accounting services,

CAREER OBJECTIVE

To provide creative, analytical and strategic thinking skills that will not only make my effort valued but also add value to the institution/organization that I work for through diligence and utmost dedication.

SKILLS AND QUALIFICATIONS

Academic qualification

2009-2011	KCA university	Bachelor of commerce	(Finance option)
		Second class honors	(upper division)
2000-2003	Kangundo high school		KCSE
1992-1999	Mawele primary school		KCPE

Professional qualification

2005-2008 Certified public accountant -**finalist**

Computer skills

I am acquainted to the following computer packages

Office application: Ms-Windows, Ms-Word, Ms-Excel, Email & internet

Accounting package: QuickBooks, accpac/sage.

Analytical skills

- Ability to deal well with figures and make relevant decisions in any situation.
- Problem-solving by analyzing the cause and finding solutions.

Work History & Experience

Years of work experience

September 2012 to date

University of Nairobi, SWA

Designation: Ag. Accountant

Varsity Catering Services

September 2011-May 2012

University of Nairobi, SWA

Designation: Ag. Accountant

Chiromo SMU

October 2006-August 2011

University of Nairobi, SWA

Designation: accounts assistant

Mamlaka SMU

Job Responsibilities

My current duties include overseeing the operational and financial performance of the department, monitoring revenue generation and expenditure, preparation of annual budget for user department, management of cash flow of the entity in order to meet short and long term financial goals, processing of various payments, handling students financial matters, preparation of monthly management reports, account reconciliations and overseeing procurement logistics among other duties which fall within my designation.

Hobbies

- Doing charity work
- Reading
- Networking

REFEREES

- Mr. Josephat Ngile,
Kenya Breweries ltd,
P. o box 30161-00100,
Cell phone 0722-848481,
Nairobi.

- Mr. Edward Kitati
Deputy finance officer,
South eastern university college,
P.o box 170-90200,
Cell phone: 0712-230653,
Kitui.

- Mr. Wambugu
Lecturer Kca University,
P.o box 56808-00200,
Cell phone: 0722-592226,
Nairobi.