

JOY ACHIENG OKETCH

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Email : oketchjoy@gmail.com
Date of birth : 12/04/1987
ID Number : 25080615
Nationality : Kenyan
Gender : Female

Career Profile

A fully qualified and dynamic professional who seeks to build a successful career in a challenging environment and interested in working with all organizations, always flexible to change and decision making, creative and reliable team player who strives for excellence in all assigned tasks.

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

Professional Qualification	Institution	Year
CPA PART III	KASNEB	May 2018
Academic Qualification Bachelor of Commerce (Accounting Option)	Institution University of Nairobi	January 2012 - December 2015
Kenya Certificate of Secondary Education (K.C.S.E)	Moi Nyabohanse Secondary School (B plain)	2002-2005
Kenya Certificate of Primary Education(K.C.P.E)	Migori Primary School. (322/500 marks)	1994-2001

PROFESSIONAL EXPERIENCE

Institution	Year	Position & duties
UNIVERSITY OF NAIROBI	29 th May 2017- to date	Accounts Assistant (Finance department) <ul style="list-style-type: none"> <input type="checkbox"/> Reconciling students accounts <input type="checkbox"/> Debt recovery <input type="checkbox"/> Processing students' refunds <input type="checkbox"/> Students clearance <input type="checkbox"/> Receipting fees <input type="checkbox"/> Posting journals <input type="checkbox"/> Invoicing <input type="checkbox"/> Responding to customer emails/queries <input type="checkbox"/> Any other assigned duties.
UNIVERSITY OF NAIROBI	22 nd Feb 2016 - 22 nd Feb 2017	Finance Intern (Finance department) <ul style="list-style-type: none"> <input type="checkbox"/> Debt recovery <input type="checkbox"/> Processing students' refunds <input type="checkbox"/> Students clearance <input type="checkbox"/> Receipting fees <input type="checkbox"/> Posting journals <input type="checkbox"/> Invoicing <input type="checkbox"/> Responding to customer emails/queries <input type="checkbox"/> Any other assigned duties.

LEADERSHIP EXPERIENCE

Institution	Year	Position
Moi Nyabohanse Secondary	2004 – 2005	Dorm Captain
Moi Nyabohanse Secondary School	2004 – 2005	Chairperson commerce club
Migori Primary School	1999-2001	Class Prefect

Conference attended

Date	Conference
20 th , March, 2015	1 st DBA-AMR INTERNATIONAL CONFERENCE: At University of Nairobi, School of Business
9 th - 10 th July 2015	6 th AIBUMA Conference : At the University of Nairobi
11 th – 12 th March, 2015	. Marketing Society of Kenya: At the University of Nairobi, School of Business

Key Skills

My key skills include:

Planning/ Organization- I am highly organized individual & confident in handling challenging areas and issues as well as all assigned tasks in a methodical and timely manner.

Communication Skills – I communicate very well both verbally and in writing, possess excellent presentation skills and I am fluent in English and Swahili languages.

Computer Applications – I am proficient in the use of Microsoft Office Products (Word, Excel, Access, PowerPoint, Internet protocols, Publisher, Ms. Dos, etc.), Internet and E-mail.

Accounting packages- QuickBooks.

Interpersonal skills – I relate very well with people from different cultures and backgrounds and I am able to work in a multi-cultural and multi-lingual environment.

Personal Attributes

- Good interpersonal and initiative skills
- Good analytical skills and results oriented.
- Creative and self-motivated.
- Honest and reliable
- Hardworking, excellent interpersonal and communication skills.
- Ability to work for long hours comfortably with minimal supervision.
- Excellent team-work and coordination.

Hobbies

Reading novels
Travelling
Singing
Guiding and counseling
Watching movies
Socializing

OTHER RELEVANT INFORMATION

I am a self-motivated and a team player with willingness to learn and explore continuously. I aspire to apply my intellectual and interpersonal skills to the highest possible level of precision for the benefit of humanity. The combination of my work experience and education has instilled in me the fundamental skills and knowledge that enable me to work in diverse fields expeditiously.

REFEREES

1	NAME	MR. GEORGE OGARI.
	ROLE	SENIOR ACCOUNTANT
	INSTITUTION	UNIVERSITY OF NAIROBI
	ADDRESS	PO.BOX 30197 NAIROBI.
	TELEPHONE	+254722720900
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2	NAME	EDWIN WAITHAKA
	INSTITUTION	UNIVERSITY OF NAIROBI - CESSP
	ROLE	AG. HEAD ACADEMIC REVENUE (CESSP)
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3	NAME	ANNE WAIRIMU NGOTHO
	INSTITUTION	UNIVERSITY OF NAIROBI, SCHOOL OF BUSINESS
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