

## CURRICULUM VITAE

### PERSONAL PROFILE:

NAME : Mackenzie Langat Tanui  
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PHONE : 0723062717  
ID NO : 24712537  
GENDER : MALE  
NATIONALITY : Kenyan  
MARITAL STATUS : MARRIED  
LANGUAGE : English, Kiswahili, and Kalenjin  
EMAIL : [langatmarktanui@gmail.com](mailto:langatmarktanui@gmail.com)

### **EDUCATION BACKGROUND**

2014 - 2016: **Rongo University**

Bachelor of Business Management (Accounting option)

Second Class Honors (Upper Division)

### **PROFESSIONAL Qulification**

Jan 2009-Dec2011 : **Certified public accountant (CPA)**

CPA Part K

March 2007 - May 2007 : Computerized accounting

Certificate

April 2012 : Seminar on book keeping and accounting in schools by  
leverage project consultants

### WORK EXPERIENCE

Nov 2017 – Present : Accounts assistant at Patnas Sacco Litein

### **Duties and Responsibilities**

- Obtaining on a daily basis, the statements of the Sacco's accounts in favor of which standing orders and or direct debits are effected.
- Ensuring all entries in the bank statements have been entered in the cash books.

- Updating members' standing orders, direct debits, and any and other form of remittances.
- Raising journal entries, adjustments, corrections and any necessary amendments to the accounts.
- Prepare payment vouchers and make payments to suppliers.
- Receive cheques, post to relevant accounts and issue for banking accordingly.
- Update and clear standing orders.
- Prepare petty cash vouchers, pay and expense to correct accounts.
- Ensure timely preparation and submission of statutory returns.
- Maintain a proper filing of accounting records and other reference materials.

August 2013 - Oct 2017- Bursar at St Annes Isibania Catholic School

### **Responsibilities**

- Preparation of financial reports, payroll and statutory deduction.
- Reconciliation of students' accounts balances.
- Updating and maintenance of assets register.
- Preparation of budgets for the school.
- Preparation of cheques due for payment.
- Daily customer receipting, updating and preparing invoices for approval for payment.
- Bank reconciliation.
- Maintenance of debtors and creditors ledgers.

May 2012 - May 2013- Accountant at Aggarwal and sons limited Kisumu.

Its main type of business is transportation of clients' goods, sale of spares of vehicles, oil and lubricants and tires.

### **Responsibilities**

- Preparation of final accounts for the institution.
- Preparation and submission of statutory deductions: N.H.I.F, N.S.S.F, P.A.Y.E, income tax installments.
- Maintaining of all accounting documents.
- Preparation of cheques due for payment.
- Maintenance of Debtors ledgers.
- Maintenance of Creditors ledgers.
- Writing of the cash book.

## **REFEREES**

- 1) Mr. Erick Sigei  
Internal Auditor,  
Patnas Sacco Limited,  
P.O Box 601-20210,  
Litein.  
Cell phone 0721937481  
Email address:[sigeierick@ymail.com](mailto:sigeierick@ymail.com)
  
- 2) Mr. Peter Mwita  
Deputy Head teacher  
St Anne's Isbania School  
P.O Box 86 40414 Isibania  
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- 3) Mr Jackson cheruiyot  
Accountant  
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