
CURICULLUM VITAE

NELLY BOSIBORI NYAMBOGA

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PERSONAL INFORMATION:

- ❖ Nationality: Kenyan
 - ❖ Gender: Female
 - ❖ ID No: 26903361
 - ❖ Languages: English, Kiswahili
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EDUCATION AND TRAINING:

Area of Learning	Provider	Qualifications	
KCA University	KASNEB	CPA K	
Bachelor of Business Management (Accounting)	Moi university	Bachelors Degree(Second Class Upper)	

CAREER PROFILE

I am a focused, proactive and enthusiastic team worker with outstanding professional experience in Accounting and finance field, appraisal, leadership and relationship management.

VISION

To achieve vision and excellence in the provision of accounting and advisory services to my employer and clients.

WORK EXPERIENCE:

OCTOBER 2018 - TO DATE: UNIVERSITY OF NAIROBI

Accountant

Setting up and operating a financial management system for all Financial transactions consistent with the existing the University procedures and other International Public Sector Accounting Standards.

Main Responsibilities

- ❖ Preparing proper books of accounts and records
- ❖ Preparing periodic accounting reports.
- ❖ Maintaining accurate accounting records of project activities.
- ❖ Supporting in preparation of annual budget estimates for the institute.
- ❖ Supervising management of petty cash.
- ❖ Ensuring maintenance of accurate accounting general ledgers.
- ❖ Processing payment requisitions and process payroll payments.
- ❖ Ensuring accurate posting of accounting transactions in the accounting system ERP.
- ❖ Processing requests for Bank Transfers.
- ❖ Ensuring receipt of incoming funds.
- ❖ Verify preparation of payments to statutory accounts such as PAYE, NHIF, HELB and NSSF.
- ❖ Assist in the development and implementation of financial controls and procedures.
- ❖ Participating in preparation of financial statements.
- ❖ Preparing monthly bank reconciliation reports and ensuring accurate cashbook postings.
- ❖ Participating in preparing investments records and documents.
- ❖ Implementing the financial controls established by the institute.
- ❖ Keeping custody of assigned accountable documents.
- ❖ Preparing periodic accounting and financial reports.
- ❖ Undertaking cash and bank management activities.
- ❖ Examining and verifying vouchers.
- ❖ Implementing project and donor funded management activities.
- ❖ Examining and verifying vouchers.
- ❖ Balancing of cashbook and advances ledgers.
- ❖ Receiving and processing invoices and claims and ensuring completeness of the supporting documents.

