

CURRICULUM VITAE

PERSONAL DETAILS

NAME : CPA CHEPKWONY PAMELLAH BARTORGO
ADDRESS : P.O BOX 30344-00100, NAIROBI.
DATE OF BIRTH : 5TH November, 1982.
MARITAL STATUS : Married
ID NO : 24024151
RELIGION : Christian
NATIONALITY : Kenyan
LANGUAGES : English, Kiswahili, Kalenjin
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CAREER OBJECTIVE

To join an aggressive organization that offers competitive opportunity for training, growth and development where I will be able to utilize my financial knowledge and skills to impact positively on the organization by providing services that are measurable and beneficial.

PERSONAL PROFILE.

I am responsible, honest, self-driven and motivated, hardworking and good team player capable of learning new skills easily and work with minimal supervision to meet the set goals. I like facing challenges and seeing them through, while my desire is to maximize the inputs so as to reap maximum benefits.

EDUCATIONAL BACKGROUND.

2015 - 2018 : **UNIVERSITY OF NAIROBI**
MASTER OF SCIENCE
(Finance)

2008-2011 : **MOI UNIVERSITY**
BACHELOR OF BUSINESS MANAGEMENT
(Finance and Banking Option)

2015 : **PINNACLE COLLEGE OF ACCOUNTANCY**
(CPA K)

JUNE 2013 - AUG 2013 : **NATION CAMPUS**
ACCOUNTING PACKAGES
(Sage, Pastel, QuickBooks and Peach-Tree)

MARCH 2006 -JULY 2006 : **DAWN TO DUSK COLLEGE, ELDORET**
(Certificate in Computer Applications)

1999-2002 : **MOI GIRLS HIGH SCHOOL ELDORET**
(KCSE C+)

1989-1998

**: AIC KIMOSOP ACADEMY ELDORET
(KCPE B+)**

PROFESSIONAL CERTIFICATION

2016

**: CERTIFIED PUBLIC ACCOUNTANT OF KENYA
(CPAK) Registered member with ICPAK (18511)**

WORKING EXPERIENCE

**OCTOBER 2019 – UP TO DATE : ACCOUNTS ASSISTANT
UNIVERSITY OF NAIROBI
CENTRAL ADMINISTRATION (FINANCE)**

- Preparation of payment cheques.
- Preparation and printing of payment vouchers and posting them.
- Preparation of vote reconciliation statement.
- Downloading of bank statement and updating of balances.
- Issuance and clearance of advance.
- Committing of AIEs
- General office administration work.
- Preparation of bank reconciliation statements.
- Filling KRA returns.

**OCTOBER 2016 – OCTOBER 2019 : ACCOUNTS ASSISTANT,
UNIVERSITY OF NAIROBI
(STUDENT WELFARE AUTHORITY)**

DUTIES AND RESPONSIBILITIES

Using SAGE, QUICK BOOKS, Excel, HAMIS (Hostel Administration Management HRMIS (Human Resources Management Information System), I'm tasked with the following:

- Preparation of an authority to incur expenditure (AIE) form and committing according to Budget Allocation.
- Preparation and printing of supplier and staff (medical claims) payment vouchers and posting them.
- Validation and checking of invoices to ensure that they reflect correct values.
- Preparation and printing of receipts
- Involves in preparation of the Annual final accounts which involves reconciling of debtors and creditors accounts and also take part in issues related to management of debtors and resolving them.
- Recording and keeping of books of account.
- Prepare of reliable information on debtors to be used in cash flows; also I have adverse knowledge for tax requirements for sales invoicing.

- Preparation of timely monthly reports: Income and Expenditure report and Bank Reconciliation report.
- Preparation of budgets & filling of statutory deductions like PAYE, NHIF & NSSF.
- Processing of students refund/transfers to different units and preparation of accommodation transfers from SWA (HQ's) to different units.
- Preparation of casual wages at the end of every month
- Analyzing financial performance and so contributing to medium and long-term business planning/forecasts
- Submission of accurate, timely and relevant information for statutory and internal audit purpose.
- Ensure proper filling and safe custody of records of accounts and asset register.
- Providing quality services to customers and maintaining good relations with them.
- Receiving and receipting cash
- Raising and issuance of sale invoices to customers
- Attending to customers inquiries.
- Preparation of daily summaries of revenue collection.
- Daily transactions of petty cash and ensure that reconciliations are completed on a daily basis.

**JULY 2016 – OCTOBER 2016 : UNIVERSITY OF NAIROBI
STUDENT WELFARE AUTHORITY (FINANCE)
(ICT OPERATOR)**

DUTIES AND RESPONSIBILITIES

Using HAMIS (Hostel Administration Management Information System)

- Receipting and banking of accommodation cheques.
- Receipting students' payments.
- Receipting and processing students' refunds and kitchen transfer.
- Updating the students' statements of accounts and issuing end of course statements.
- Clearing final year students.
- Reconciliation and processing payments for the units.
- Working hand in hand with chief halls officer during room allocation exercise.
- Directing students with any other queries.
- Committing AIEs
- Any other duties that may be assigned.

**MAY 2016- JULY 2016 : UNIVERSITY OF NAIROBI ((FINANCE)
STUDENT CENTRE CAFETERIA
(CASHIER)**

DUTIES AND RESPONSIBILITIES

- Receiving and receipting cash
- Raising and issuance of sale invoices to customers
- Attending to customers inquiries.
- Preparation of daily summaries of revenue collection.
- Daily transactions of petty cash and ensure that reconciliations are completed on a daily basis

JAN 2012- MAY 2016

**: OTHAYA YOUTH POLYTECHNIC
(ACCOUNTANT)**

DUTIES AND RESPONSIBILITIES

- Preparing and balancing books of accounts
- Posting of cash register
- Front office operations
- Reconciling cash and bank statements
- Auditing all account and records
- Preparation of estimates and actual budget
- Recording store ledgers
- Receiving invoices from suppliers and processing payments.

MAY-AUG 2010

**: INDUSTRIAL ATTACHMENT
KERIO VALLEY DEVELOPMENT AUTHORITY (KVDA)
(FINANCE AND ACCOUNTS DEPARTMENT)**

DUTIES AND RESPONSIBILITIES

- Preparing and balancing books of accounts
- Marketing on behalf of the authority
- Reconciliation of ledger accounts
- Posting of cash register
- Front office operations

SEMINARS ATTENDED

- Workshop on responsibilities of an accountant held at Gachika Youth Polytechnic from 5th to 7th May 2014.
- ICPAK trainings.

COMPETENCIES

- Attention to details
- Work with minimal supervision
- Team player
- Problem solving skill
- Excellent computer skills

HOBBIES.

- Engaging in social work
- Reading journals
- Travelling
- Listening to motivational speakers

REFERENCES

- 1 CPA JOHN JUMA WANGA,
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