**CIRRICULUM VITAE.**

**STELLAH WEKANDAH MUNYENDO.**

Off Mt. Kenya Rd. Nyali, Mombasa. TEL: +254716066624.

EMAIL: stellamunyendo@gmail.com

DATE OF BIRTH: 17TH JULY 1992.

MARITAL STATUS: SINGLE.

NATIONALITY: KENYAN.

AGE: 23YRS.

**SUMMARY.**

Dynamic and highly qualified KATC Accounts Clerk with extensive knowledge Book keeping, Invoicing, Banking & Finance

Key Strengths in Planning, Regulatory Reporting, Customer Relations.

Besides Accounting I have records of success in Computer and All its packages.

**CORE COMPETENCIES.**

1. Accounts Billing 6. Organizational Communication

2. Business Laws 7. All aspects of Computing

3. Taxation Management 8. Client Vendor Relationship

4. Petty Cash Management 9. Budgeting & Cost Control

5. Business Mathematics 10. Planning& Photography

**PROFFESSIONAL QUALIFICATIONS.**

NOV 2011 – JAN 2012:

**Teacher At Babyland Junior Academy**

1. Early Childhood Development
2. Teaching

MAR 2012 – DEC 2012:

**Clerk & Cyber Attendant At VILLANET CYBER CAFÉ & COMPUTER CENTRE**

1. Documents Preparation.
2. Direct Customer Assistance.
3. Cyber Operation.

FEB 2016 – APRIL 2016:

**Accounts Clerk & Cyber Attendant At SWIFTNET CYBER CAFE**

1. Entering weekly sales and customer count sheets.
2. Filling & documentation.
3. Typing & Printing.
4. Scanning Lamination and Binding.
5. Passport Size Photography
6. Cash Handling & Banking.

**ACADEMIC QUALIFICATIONS.**

2013 – 2015 : EXCELLENT INSTITUTE OF PROFFESSIONAL STUDIES

Kenya Accounting Technician Certificate (K.A.T.C) PASS

2012 – 2005: VILLANET CYBERCAFE AND COMPUTER CENTRE

(Jan- March) (DISTINCTION)

2008 - 2011 : LIRANDA GIRLS SECONDARY SCHOOL

[K.C.S.E C- PLUS]

COMPUTING : LITERATE

**ACHIEVEMENTS.**.

1. Developed Good Customer Relation in all my previous work places.
2. All my Service have been rated to Satisfaction

**REFEREES**.

THE DIRECTOR,

SWIFTNET CYBER CAFÉ,

TEL NO: 0716511795,

KISUMU.

THE DIRECTOR,

VILLANET CYBER CAFÉ & COMPUTER CENTRE,

TEL NO: 0721538089,

WEBUYE.

THE PRINCIPAL,

EXCELLENT INSTITUTE OF PROFFESSIONALS,

P. O. BOX 870 50100,

KAKAMEGA