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|  | THOMSON MUIA MUTISO |
| 11/12/2012 |  |
|  | +254 728 451 872thomsonmutiso@gmail.comDate of Birth: 17 November 1988 |
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|  | ObjectivesI want to become a dynamic professional in the field of commerce and finance management in order to provide viable solutions to financial infrastructure in businesses. EducationU.S.I.U UniversityMay 2012 to datePursuing a Masters In Business Administration (MBA)K.C.A UniversityDecember 2011Bachelor of Commerce in Finance (Second Class Upper)Courses included:K.C.A UniversityDecember 2009Advanced Diploma from Association of Business Executives (ABE-UK)I.A.T.AApril 2008International Computer Driving Licence (ICDL)experienceAttachment As An Accounting Executive Assistant | Tech Africa LimitedSeptember 2011 – February 2012* Posting daily company transactions, sales and credit invoices.
* Receival of l.p.o’s from clients, raising invoices and credit notes for clients.
* Managing the organizations petty cash and being actively involved in the sales of the companys units.
* Reconciling credit, sales invoices and bank statements.
* Posting daily company transactions to the database, on Quickbooks accounting platform.
* Aiding in the Preparation and presentation of financial reports to senior management.
* Liaise with customers regarding their various accounts including credit control.
* Administrational duties
* Any other duties as required.

skills Communication skills* Strategic planning and development
* Organization, Administration and Office management

 Computer skills* Familiar with basic computer packages such as word, excel, access and financial computer packages such as quick books.

 Thirst for Knowledge* Accounting and finance are a constantly changing in this dynamic business environment, to cope with this change I am constantly seeking out knowledge that will assist me cope and manage with this change.

REFEREES**Mr. Naftali ogoti** General manager Tech Africa Limited Email: Naftali@techafrica.co.ke Cellphone: +254 720 774 417**Mr. Johnston maina** Dean faculty of Commerce and Distance Learning, Kenya College of Accountancy UniversityCellphone: +254 722 132 263**Mr. Joseph Njogu** Business Development Manager  Access Kenya- Business Development Manager  Cellphone: +254 737 024 854 |