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|  | THOMSON MUIA MUTISO |
| 11/12/2012 |  |
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|  | Objectives  I 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.  Education  U.S.I.U University  May 2012 to date  Pursuing a Masters In Business Administration (MBA)  K.C.A University  December 2011  Bachelor of Commerce in Finance (Second Class Upper)  Courses included:  K.C.A University  December 2009  Advanced Diploma from Association of Business Executives (ABE-UK)  I.A.T.A  April 2008  International Computer Driving Licence (ICDL)  experience  Attachment As An Accounting Executive Assistant | Tech Africa Limited  September 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 University  Cellphone: +254 722 132 263  **Mr. Joseph Njogu** Business Development Manager  Access Kenya- Business Development Manager  Cellphone: +254 737 024 854 |