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TITUS KIBET BII

FINANCE/ACCOUNTANT



DUBAI, UAE



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titusdrixx@gmail.com



EDUCATION

BACHELOR OF COMMERCE, FINANCE

**EGERTON UNIVERSITY /
Kenya, Nairobi / 2021**

- Earned Bachelor of Commerce in Finance, (Second Class Honours)
- Recognized for Academic Excellence in Finance
- Successfully completed research project on financial
- Achieved high proficiency in financial analysis and management

CPA

**SCHOOL OF ACCOUNTANCY /
Kenya, Nairobi / 2016**

- Certified Public Accountant (CPA II)

HIGH SCHOOL DIPLOMA

**SACHO HIGH SCHOOL /
Nairobi, Kenya / 2013**

- Graduated with an overall grade of (

An enthusiastic Financial and Accounting professional, with a 3-year experience at Kenya Commercial Exchange, seeking to leverage my skills in Microsoft Office, Data Entry, Auditing, Analytical and Problem Solving, Accounting Softwares, Tax Documentation, Financial Reporting, and Project Management in a stimulating Accounting/Financial position. Armed with extraordinary attention to detail and graduated with Bachelor of Commerce, Finance. I am eager to bring my meticulous nature and analytical thinking skills to your team, whilst eager to contribute to account balancing and ensuring strict adherence to policies and procedures.

WORK EXPERIENCE

KENYA COMMERCIAL EXCHANGE

**Mar 2021 - Nov 2023
Kenya, Nairobi**

ASSISTANT ACCOUNTANT

- Led a team of 3 junior accountants
- Reduced financial discrepancies
- Implemented new accounting software improving efficiency
- Improved invoice process, saving 15 hours monthly
- Expert in both QuickBooks and Excel
- Reduced expenses by through strategic analysis
- Audited financial statements with accuracy
- Financial reporting
- Substantiated financial transactions by auditing documents
- Financial data entry management
- Assisted with financial forecasting and planning
- Interpreting accounting policy and regulations
- Prepare monthly account reconciliations
- Financial statement preparation
- Processing employee expenses
- Provided financial information to management by researching and analyzing accounting data
- Reviewing financial operations

B+)

- Received Advanced Placement Scholar Award

PRE-SECONDARY EDUCATION

KALYA ACADEMY / Kenya,Nairobi / 2009

- Graduated with a mean grade of (B+)
- Awarded School's Best Mathematician

SKILLS

- Microsoft Office
- Data Entry
- Analytical and problem solving skills
- Attention to details
- Analytical thinking
- Financial reporting
- Account balancing
- Handling guest complaints at highest service levels

LANGUAGES

- ENGLISH
- SWAHILI

DRIVING LICENSE

Driving license category
LIGHT & HEAVY DUTY

TESCO ENTERPRISE LTD
Jan 2020 - Feb 2021
Kenya,Nairobi

- FINANCE OFFICER**
- Reconciliaton of bank statements
 - Excelled at cross-functional team collaboration
 - Tracked bank deposits and payments.
 - Participated in finqncial audits.
 - Facilitated invoice preparations and billings.
 - Kept accurate records of all daily transactions.
 - Strong interpersonal skills to establish customer relationships
 - Updated internal systems with financial data
 - Assisted in budget preparations
 - kept track of income and controlled its spending.

REFERENCES

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DR.ROBERT MUGO EGERTON UNIVERSITY
 254721807670
 mugrobert@gmail.com

AMOS TESOT SERENA HOTEL
 254726386744
 kipronosmart@gmail.com

PERSONAL DETAILS

Date of birth: 24/09/1994

Nationality: KENYAN

Visa status: OWN VISA