



**PRISCILLAH
KINYUA**

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Dubai, United Arab Emirates



OBJECTIVE

To be engaged in bringing a positive atmosphere while providing an accurate report.



PERSONAL DETAILS

Date of Birth : 25/05/1996

Marital Status : Single

Nationality : Kenyan

Gender : Female



SKILLS

Good in written and verbal communication

Knowledge in financial products

Knowledge in Microsoft

Punctuality



REFERENCE

- **Al Razouki International Exchange**

Human Resource

048800229



LANGUAGES

English

Swahili



ACHIEVEMENTS & AWARDS

Participate in AML training



EXPERIENCE

2022 - June

2024

**Al Razouki International
Exchange**

Cashier

My duties

Typing and filing reports.
Keep track of all documents representing the financial transactions.

Buy or sell foreign currencies in the exchange market.

Give clients information about financial products
Administer currencies, deposits and voucher payments.

2019 - 2021

Kianyaga Parish

Accountant

My duties:

Reconcile financial discrepancies by collecting and analyzing account information by using quick book.
Prepare financial statements and produce budget according to schedule.

Document financial transactions by entering account information.



EDUCATION

2017

**St Theresa Commercial
College**

Diploma in Accounts
Credit