

CURRICULUM VITAE

KIPNGETICH GEOFFREY RONO

P.O BOX 59-20213, KERICHO

Mobile: +254 722 599 778

Email: ronnohjeff@gmail.com

PERSONAL DETAILS

I am an ambitious, motivated and multi-skilled Financial Analyst, Accountant and Information Technology expert with a keen eye for detail and working experience with Finance, Accounts and Information Technology. I have excellent mathematical and competent computer skills as well as being able to produce clear and concise reports offering sound advice on a variety of different subjects.

Additionally, I am a clear and effective communicator and work well individually as well as part of a team. My excellent track-record in providing high-quality results combined with my honest approach and reliable nature would make me an asset to any organization.

CAREER OBJECTIVES

To use education, abilities and skills acquired to pursue a successful career which provides me with an opportunity to grow professionally and personally and the chance to unleash my skills and contribute to organizational growth.

EDUCATIONAL BACKGROUND

- i. Academic Qualifications:

Sep 2019 – Dec 2022: MASENO UNIVERSITY

- Diploma in Information Technology

May 2012 - Dec 2022: JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY (JKUAT)

- BSc. Actuarial Science

2007- 2011: CHEPTENYE BOYS HIGH SCHOOL

- K.C.S.E Mean Grade: B (PTS)

1999 - 2006: RESAM ACADEMY

- K.C.P.E. Mean Grade: B (344 MKS)

ii. Professional Qualifications:

2013 To Date: Kenya Accountants and Secretaries National Examinations Board (KASNEB)

- Certified Securities and Investment Analysts (CSIA) - currently CIFA Section 1 to 3.

KEY SKILLS AND COMPETENCIES:

- Possess excellent interpersonal, social skills.
- Advanced knowledge level of Microsoft Office, in particular, Excel and data programs.
- Proficiency in Computer Statistical Software R software, MATLAB, SPSS.
- Computer literate adept in the use of Sage, Sun Accounts and MGP.

- Programming skills in C, C++, Android studio and Visual studio.
- Graphics Design – Corel draw, Adobe Photoshop
- Windows and Android App and Web development and Publishing.
- Excellent data entry and typing skills.
- Cost Per Action (CPA) marketing skills.
- Forex trading and market skills
- Basic skills in peer counselling.

PERSONAL QUALITIES:

- Initiative, proactive, and self-reliant in approach.
- Ability to work independently with minimum supervision.
- Well versed in both written and spoken English and Kiswahili.
- Dynamic personality and flexibility to fit in diverse environmental and change
- Ability to encounter challenges with honesty, integrity and hard work
- A good guider and counsellor

EXTRA CO-CURRICULUM ACTIVITIES:

- Member – Jomo Kenyatta University Actuarial Students Association (JKUASA).
- Member – Kenya Actuarial Student Association (KASA) endorsed by Institute and Faculty of Actuaries, UK.
- Member – JKUATCU, the Christian Union.
- Member – Kenya Counselling and Psychological Association
- Volunteer Took part in one Shilling Initiative of assisting children from rural areas read and writing. (May 2013)

WORK EXPERIENCE:

- ❖ COOPERATIVE BANK OF KENYA: Sep 2020 – Nov 2022

Accounting Officer

Main Duties Performed:

- ✓ Dealing with sales invoices, income, receipts and payments
- ✓ Offering tailored financial advice to both individuals and companies
- ✓ Preparing statements showing income and transactions
- ✓ Completing and submitting VAT returns
- ✓ Monitoring and handling business expenses
- ✓ Checking that company accounts are accurate and up-to-date
- ✓ Liaising with the bank on behalf of the clients
- ✓ Reviewing, analysing and offering advice and support to companies concerning risk prevention and business development
- ✓ Preparation of monthly payroll and administrating staff holidays and absences
- ✓ Producing year-end reports
- ✓ Entering financial transactions into internal databases
- ✓ Assisting new members of staff with complex accounting and auditing cases

❖ EQUITY BANK KENYA: June 2019– July 2020

Accounting Assistant

Main duties performed:

- ✓ Responsible for financial accounts including budgets and cash flow
- ✓ Helping to prepare annual accounts using computerised accounting systems
- ✓ Performing corporation tax submission
- ✓ Processing reimbursement forms
- ✓ Completing and submitting tax returns for self-employed workers
- ✓ Verifying financial calculations and ensuring everything is factual and correct
- ✓ Developing and maintaining databases for filing purposes

- ✓ Maintaining up-to-date records and ensuring everything is kept confidential

❖ KERICHO COUNTY: Jan 2019 – April 2019

Data Entry Clerk / IT Support Officer

Main duties performed:

- ✓ Dealing with customers and clients via email and telephone
- ✓ Manual entering and verification of customer records and orders
- ✓ Assisting with the investigation and rectification of system errors
- ✓ Data input and manipulation in Excel spreadsheets and Access databases
- ✓ Ensuring the Data Protection Act is adhered to at all times
- ✓ Ensuring the safety and security of the company's data systems
- ✓ Occasionally carrying out various administration tasks (filing, printing, etc.)
- ✓ Installing and configuring hardware and software components.
- ✓ Troubleshooting and maintenance.

❖ AFRICA MERCHANT ASSURANCE CO. LTD: March 2017 – Nov 2018

Underwriter / Data Entry Clerk

Main Duties Performed:

- ✓ Supporting auditing teams in carrying out research for a variety of external stakeholders and clients
- ✓ Working as part of the risk assurance team and offering advice on reducing and managing risks within a corporate environment
- ✓ Offering advice and support on finances and areas of future development
- ✓ Reviewing operations and helping to increase success and reduce any risks.
- ✓ Underwriting and data entry operations.
- ✓ Selling insurance policies to companies and individuals

HOBBIES AND INTERESTS:

- Chess
- Tennis
- Swimming
- Video games
- Music
- Internet research

REFEREES:

Julius Kipkemoi Rono

Branch Manager

Equity Bank Kericho

Julius.rono@equitybank.co.ke

Tel: +254704 022144

Gilbert Kipkurui Siele

Internal Audit Manager

Cooperative Bank of Kenya Ltd

gkipkirui@co-opbank.co.ke

+254726 66062

Evans Kipyegon Ronoh

Operational Manager

Africa Merchant Assurance Co. Ltd (AMACO)

+254721 906303