



SERAH WAIRIMU NGOBE

CONTACT

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SKILLS

COMMUTATION SKILLS



LEADERSHIP SKILLS



CRITICAL THINKING



CREATIVE THINKING



LANGUAGES

ENGLISH

SWAHILI

INTERESTS

SWIMMING

TRAVELING

GYMMING

SOCIALIZATION

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

ACCOUNTANT/ CASHIER

Jan, 2023 - NOV,

KILOSKAS GENERAL TRADERS

2023

- Post and reconcile accounts payable and receivable transactions.
- Reconcile account balances eg bank statement.
- prepare and analyze financial statements.
- Tax preparation and ensuring compliance.
- Preparations of annual budgets and forecasts.
- Ensure accuracy and integrity of transactions.
- Maintain precise financial records including general ledger entries and reconciliations.
- Managing payroll processes.
- Assisting with audits and financial analysis.
- Track transactions on balance sheets and report any discrepancies
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ACCOUNTANT/ CASHIER

May, 2022 -

WASOKO STORES LLC

Dec, 2022

- Maintain accurate and upto date records
- Prepare financial statements.
- Analyze financial data and interpret.
- Collect payments whether in cash or credit
- Ensure compliance with relevant accounting standards, tax regulations and internal controls.

- Resolve customer complaints, guide them and provide relevant information
- Identify errors and recommend ways to improve
- Prepare and file tax returns.
- Track transactions on balance sheets and report any discrepancies
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- Handle merchandise returns and exchanges
- Manage transactions with customers using cash register

EDUCATION

BACHELOR OF COMMERCE -FINANCE	2015
ST PAUL'S UNIVERSITY	
SECOND UPPER DIVISION	
CERTIFIED PUBLIC ACCOUNTING	2009
VISION INSTITUTE	
CPA-k	
HIGHSCHOOL DIPLOMA	2005
STATE HOUSE SCHOOL	
EXCELLENT	