**CURRICULUM VITAE**

**PERSONAL DETAILS**

NAME : Kennedy Kamau Thitu

NATIONALITY : Kenyan

MARITAL STATUS : Single

EMAIL : Kennedythitu@gmail.com

MOBILE NO : 971528001968

**PROFESSIONAL PROFILE**

Course, expertise and knowledge: I am a hardworking and reliable person with aptitude for accomplishment, demonstrate high interpersonal skills and can work as part of an international and multicultural environment. I have completed accounting technician certificate, level 1 and 2 and also certified public accountant section 5.

**PERSONAL PROFILE**:

I am an enthusiastic recent graduate, eager to put all the accounting and communication knowledge learnt into application. I also enjoy being part of, as well as managing motivating training and developing a successful and productive team while thriving in challenging working environment.

**ACADEMIC QUALIFICATION**

**January 2021 Kabete Technical College**

 Certified public accountant sec 6

**March 2015 - May 2015 Top rank institute**

Certificate in computerized accounting

Training in Quick Books and sage

**Jan 2014 - June2015 Ideal Business school**

Certified public accountant section 4 & 5

**2014-May 2014 Kikuyu commercial college**

Got a pass in CPA section 2

**June 2013 -Dec 2013 Kikuyu commercial college**

Pass in accounting technician certificate level I & II

**June 2012 - Dec 2012 Kikuyu commercial college**

Certificate in basic computer application packages.

**WORK EXPERIENCE:**

**Dec 2021 - Sept 2024: Tuskys (STORE KEEPER)**:

* Taking into account materials and tools delivered to and from the store.
* Ensure both quality and quantities of the material
* To maintain proper records and also employee list
* Receiving purchased materials forwarded by receiving department and arranging them appropriate
* To check book balance with actual physical store at frequent intervals

**JUNE 2018-MARCH 2020: ZAILO LMT (CASHIER)**

* Knowledge of point of sale system
* Scanning and packing items efficiently
* Processing transactions and payments
* Maintaining adequate change, denominations and requesting additional change
* Answering customer with products queries

**PERSONAL ATTRIBUTES & STRENGTHS:**

* Team player, Focused and diligent
* Self motivated, ambitious outgoing and hard working person.
* Well organized and adaptable to new working environment.

**Skills**

* Communication
* Good listener
* Ms windows application

**REFEREES WILL BE GIVEN UPON REQUEST**