

Amos Korir



Born 22th of June 1994
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INTRO

A highly motivated and results driven finance and accounting graduate ready to offer quality Services to the organization to enhance full realization of the laid down goals and objectives. Skilled in numerous financial and accounting fields, including: preparing annual budgets, monitoring key accounts and credit control. Having the ability to handle complex assignments effectively & possessing the confidence to work as part of a team or independently. Amos is presently looking for an opportunity position with more challenges where he can excel more, deliver & achieve his potentials.

WORK EXPERIENCE Asset Finance Officer/Petty Cash Officer

WATU Africa • Jul 2020 – Present

I currently working with Watu Africa as an asset finance officer in Kisii Branch. From this position, I access the credibility of the company's clients and processing loans for new eligible clients. I here I have gained numerous ranging from customer service to issuing high quality and performing loans.

PETTY CASH

- Administers and processes all Petty Cash transactions within the parameters of Watu Africa policies and procedures
- Maintains the Petty Cash float, Provide safekeeping and accountability of the fund
- To disburse funds and make payments upon ensuring that each transaction is approved for use and the purpose for which the fund was authorized for
- Maintaining proper documentation of expenditures and Update cash register on a daily basis
- Prepares petty cash vouchers related to various expenses and attach the relevant slips
- Maintain and close expense reports

- Maintain and update company asset repairs spreadsheet for payments
- Submit and reconcile expense report

ACCOUNTS ASSISTANT

FIRS COMMUNITY BANK • Sep 2019 – Jul 2020

I am currently working with First Community Bank, Kisumu Branch as an accounts assistant. In this position, I am tasked to assist our clients in banking, crosschecking and follow-ups on dormant accounts. I also take part in other duties such as field marketing, registration of new clients and accounts opening as assigned by the management. Here I enjoy good exposure and experience in the field of Accounting and finance.

CREDIT OFFICER

PIONEER MICRO FINANCE • Apr 2018 – May 2019

I worked with Pioneer Micro finance as a credit officer from Bomet county. In this position, I maintained a proper record of loans to clients and report to the headquarters as required. I also conducted loan processing, debt recovery and registration of new members.

ACCOUNTS INTERN

KENYA ACCREDITATION SERVICE (KENAS) • Jan 2017 – May 2017

Attached at Kenya Accreditation Service, Nairobi where I gained extensive knowledge as far as administrative and accounting aspects is concerned. During the period I took part in handling tasks and administrative aspects such as processing and posting of the LPOs, opening of the quotations, asset management and valuation and computing and remittance of due monthly taxes for the organization. I also got engaged in preparation of employees' payroll for salaries and allowances due, impress printing and making a follow up on the debts and recovery. I had a great experience with sage Accpac, an Enterprise Resource Planning (ERP) software. In addition, I learned how to recognize and present any bank transaction and bank product that may carry any reconciliations with the bank.

TEAM LEADER

SAFARICOM • Sep 2015 – May 2016

During this period I worked with safaricom's marketing team leader with Kopo Kopo. I took part in marketing Safaricom products including till numbers and community mobilization for enrolment and registration of farmers in Digi Farm project. I was able to develop excellent skills in marketing, product promotion and market penetration tactics. I also built good communication

and interpersonal skills alongside analytical skills which are important as far as marketing and product promotion is concerned.

HUMAN RESOURCE ASSISTANT

BOMET COUNTY GOVERNMENT • Jan 2014 – Jan 2015

During this period I worked as a human resource assistant, I was tasked to recruit, assign duties and manage the performance of the unskilled and semi- skilled labor in the county. I coordinated all the activities of the semi- skilled and the unskilled labour in the county, who totaled up to a hundred and twenty individuals.

EDUCATION OPTION))

BACHELOR OF BUSINESS ADMINISTRATION (ACCOUNTING AND FINANCE

DEDAN KIMATHI UNIVERSITY OF SCIENCE AND TECHNOLOGY • Jan 2014 – Jan 2018

**KENYA CERTIFICATE OF SECONDARY
EDUCATION TENWEK HIGH SCHOOL • Jan 2010 –
Jan 2013**

**KENYA CERTIFICATE OF PRIMARY EDUCATION
TAMASON ACADEMY • Jan 2001 – Jan 2009**

SKILLS

Financial and accounting

Cash flow control
Management accounts
Budget preparation
Economic awareness
Interpreting financial data
Book keeping

Personal Skills

Attention to details
Communication skills
Presentation skills
Negotiating
Problem solving

CERTIFICATES

Certified Public Accountant(CPA)

Certified Public Accountants are skilled and competent professional accountants, auditors, finance managers, tax consultants and practitioners. • Nov 2019

LANGUAGES

Swahili

Spoken: Fluent • Written: Fluent

English

Spoken: Fluent • Written: Fluent

HOBBIES

Music Travelling Reading Novels

REFEREES

BRANCH.

GIDEON KIPRONO KIPTIONY
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MICROFINANCE

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