

CLARE NAFULA

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SUMMARY.

My Name is Clare Nafula, an Accountant in practice with 1 year experience in internship completed in two private companies dealing with solar energy and electrical practices Am an intelligent, quick and willing to learn ,great in team work because I can easily associate with my teammates and very enthusiastic about finances and everything that surrounds it

Dedicated and self-motivated Accounting student with proven communication, computer literacy, analytical, and organizational skills.

Dedicated to providing exemplary work and supporting the overall vision and mission of the department.

EDUCATION

- **2023** • **CPA III:5,KCA UNIVERSITY**
- **2023** • **CPA II:3&4,KCA UNIVERSITY**
- **2022** • **CPA I:(EXEMPTION):1&2**
- **2017 –** • **Bachelor of Commerce (Accounting Option) 2ND CLASS UPPER**
2021 **DIVISION, Chuka University.**
- **2013 –** • **Kenya Certificate of Secondary Education (Mean B), Cardinal**
2016 **Otunga Girls High School.**
- **2010-** • **Kenya Certificate of Primary Education (363 Marks), Gateway**
2012 **Junior Academy.**

EXPERIENCE

- **Jan 2022-August 2022 Internship placement-** Sentimental Energy Company Ltd, Nairobi.

- Preparing client quotations
- Preparing client invoices(Using Wave Accounting system)
- Revenue collection/ credit management
- Maintaining an accurate record of expenses mostly in petty cash and accounting software systems (Quick books)
- Carry out any other Finance and accounting tasks required by the team leader.
- Oversee and maintain the weekly and monthly expenses of the company team.
- Prepare bank reconciliations.
- File financial documents and receipts, payment vouchers of the company.

- **May-July 2021. Attachment placement-**Central Electrical International Limited, Nairobi.

- **Jul - Oct 2020** • **Kazi Mtaani - National Hygiene Program,** Government of Kenya
 - The main tasks I was involved in included street cleaning, fumigation and disinfection, garbage collection, bush clearing, and unclogging drainage.
- **August 2019** • **Enumerator,** Kenya National Bureau of Statistics
 - My duties as an enumerator, I was responsible in administering census questions and recording responses in my enumeration area.

SKILLS

- Computer literacy and proficiency
- Excellent people skills
- Exemplary communication skills
- Great adaptability in various work environment
- Time management
- Self-motivation and attentive to details throughout all aspects of work.
- Active learning.

LANGUAGES

- English
- Kiswahili

REFEREES

Prof. Zachary N. Waita

Director, Undergraduate Studies and Field Attachment, Chuka University,
P.O Box 109 – 60400, Chuka.

Mr. Pius Namatsi

Assistant Accountant, Central Electrical International Ltd.
P.O Box 56111, Nairobi.

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Lydia Ijaka

Projects Manager & Engineer, Sentimental Energy Company Ltd.

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