

MR. TARUS HARON KEMBOI

Email. haronktarus@gmail.com

Telephone. +254743257010/+254721785275

P.O BOX 17655-00100

Nairobi.

CAREER OBJECTIVE

To gain growth in finance /Accounting environment, to have a progressive financial experience, be able to deliver satisfactory output and ultimately have the opportunity to share my knowledge with others.

EDUCATIONAL BACKGROUND

- 2018 May- **Summit Institute of Professions**
CPA (KASNEB) Advanced Level
- 2012 Apr-March 2016 **Strathmore University**
Bachelor of Commerce (Finance Major)
- 2008-2011 **Kapng'etuny Boys Secondary School**
Kenya Certificate of Secondary Education (K.C.S.E)

WORK EXPERIENCE

June-2023-----March-2024: **Diamond East Africa LTD**

Accountant

- Preparing supplier and KRA payments
- Posting supplier invoices to ERP systems (Microsoft NAV)
- Perform daily and monthly Bank/ Cash Reconciliation
- Reconciling supplier accounts
- Payroll preparation
- Filing of monthly Paye and Vat Returns
- Filing of monthly employee NSSF/NHIF

January 2021 – May 2023: **Civil Servants Housing Scheme Fund**
Accounts Clerk

- Managing daily cashbook entries
- Preparing of payment vouchers and performing daily receipting of Mortgage repayments, Service charge, Insurance and other client payments through the Microsoft Dynamics Accounting systems.
- Performing monthly cash and bank reconciliations
- Assisting Scheme Accountant with preparing financial reports i.e. quarterly and monthly reports

November 2016- August, 2020 **Career Directions Limited**

Finance Assistant (Credit Control.) Responsibilities

- Payment solution implementation Company Project
- Reconciliation solution Implementation Company Project
- Allocation of Credits in Agent accounts
- Interface (to distribute payments to respective debtor accounts) And check for reconciliations
- Managing/ reconciling debtor accounts
- Sending of invoice reports to debtors (Each Fortnight)
- Request for Sales reports
- Preparing of accounts receivables statements to be sent to debtors (monthly)
- Actively pursuing overdue debts through use of phone calls, one on one meeting with agents and letters/Emails.
- Facilitating solving outstation Accounts queries which need head office assistance
- Doing VAT adjustments for Agents
- Proposing and preparing of files for external debt recovery
- Providing ad-hoc reports as and when requested
- General ledger nominal (AR) Reconciliation
- Any other task as directed by my supervisor

January 2016- November “16 **International Medical Corp’s (Kenya)**

Finance intern
Responsibilities

- Preparing of Payment vouchers
- Feeding payment transactions in the Bank journals
- Bank/ Cash Reconciliation
- Preparing Online Payments (Electronic fund transfers)
- Scanning and sorting payment documents for Filing

- Any other directive as requested by my supervisor

April –June 2015

Ministry of Transport (headquarters) Kenya

Accounts intern

Responsibilities

- Preparing of Vouchers
- Reconciling cash payments and bank statements
- Phone management
- Any other work as directed by supervisor

April – June 2014

Mt. Sinai Primary School (Kenya)

Voluntary service- 200hrs

ACHIEVEMENTS /TRAININGS DONE

- **2017: 5 Day training on Interline Accounting (IATA)**
- **2017: 5 Day training on Passenger Interline accounting and control(IATA)**
- **Participation in Strathmore Business Club (2015)**

COMPUTER SYSTEMS PROFICIENCY SKILLS

- ✓ Well experienced with ERP systems running on Oracle
- ✓ Currently working with Microsoft Dynamics 365 Navision
- ✓ Already experienced working with QuickBooks
- ✓ An expert when using Microsoft Office tools, Microsoft word and PowerPoint
- ✓ An expert in using Data analysis tools i.e. Microsoft and SPSS IBM statistics systems

EXTRA CURRICULAR ACTIVITIES

Member of Strathmore Business Club from (2013-2016)

HOBBIES AND INTERESTS

- Watching what is trending in the local and international markets
- Attending seminars which are business related
- Playing table tennis

REFEREES:

Curriculum

1. Paul Douglas Kukutia

Accountant

Civil Servants Housing Scheme Fund

Telephone: +254725819800 Email:

douglaspaul247@gmail.com

2. Mr. Abubakar Ishmael Ali

Operations Manager

Diamond East Africa Limited

Email:

Mobile no: 0726790028

3. Mr. Moses Kipsilut

Marketing Executive

ExportProcessing

Zone A

Email. kipkebut@epzakenya.com

Mobile no: 0738214480

4. Mr. Wainaina Mwaura

Credit Control Manager

Kenya

Airways

Email: Wainaina.Mwaura@kenya-airways.com

Mobile No: +254 789 864326

Curriculum



Strathmore
UNIVERSITY

This is to certify that

Jarus Aaron Kemboi

*having fulfilled all the requirements and
conditions for the award of the degree of*

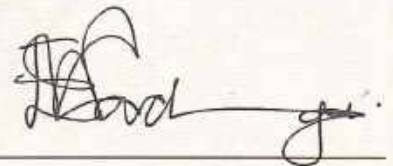
BACHELOR OF COMMERCE
(Finance Option)

2nd Class Honours (Lower)

*was admitted to the degree with all the rights, privileges
and honours thereto appertaining at a congregation held
at this University on the Twenty fourth day of
June in the year Two thousand and sixteen*

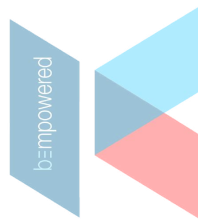


Vice Chancellor



*Deputy Vice Chancellor
(Academic & Student Affairs)*





kasneb

KASNEB Towers, Hospital Road , Upper Hill, P.O. Box 41362 - 00100 Nairobi, Kenya
Telephone: 254(020) 4923000 / 254(020) 2712640/2712828 Cellphone: 0734 600624/0722 201214

SUMMARY OF RESULTS - MAY 2018 SITTING

Registration
NAC/204451

Name and I.D. Number
TARUS HARON KEMBOI 30133828

Date
12-07-2018

Examination Code
930

CPA PART III SECTION 5

Paper	Title	Result
CA51	Strategy, Governance and Ethics	*Pass*
CA52	Advanced Management Accounting	*Pass*
CA53	Advanced Financial Management	*Fail*
	RESULT FOR SECTION 5	2 Credits Earned
	=== END OF RESULT DETAILS ===	

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An official Examination Results Notification will be sent to candidates by post.

The Kenya National Examinations Council



KENYA CERTIFICATE OF SECONDARY EDUCATION

This is to certify that the candidate named below sat for the Kenya Certificate of Secondary Education examination in the subjects named below.



THE CANDIDATE ATTAINED THE GRADE SHOWN IN THE SUBJECTS NAMED

NAME: TARUS KEMBOI HARON
SCHOOL: KAPNGETUNY HIGH SCHOOL

M1 534102/056

	GRADE
101 ENGLISH	B- (MINUS)
102 KISWAHILI	C+ (PLUS)
121 MATHEMATICS	C+ (PLUS)
231 BIOLOGY	C+ (PLUS)
233 CHEMISTRY	C (PLAIN)
312 GEOGRAPHY	C (PLAIN)
313 CHRISTIAN RELIGIOUS EDUCATION	B- (MINUS)
565 BUSINESS STUDIES	C+ (PLUS)

SUBJECTS NAMED EIGHT MEAN GRADE C+ (PLUS)

EXAMINATION OF NOVEMBER/DECEMBER 2011

PRINTED : 130107 : 094217

Secretary

Kenya National Examinations Council

This is a secure document using special paper and ink. Please hold it up to the light to verify that the word MITIHANI and the "GENUINE" embedded thread can be seen through the paper. Not valid without a hologram.



Chairman

Kenya National Examinations Council

KCSE /11 0236937



(See overleaf for conditions of issue)

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ED/B 100 (Rev.)

REPUBLIC OF KENYA

MINISTRY OF EDUCATION

KENYA SECONDARY SCHOOL LEAVING CERTIFICATE

~~KAPNGETUNY HIGH~~ SCHOOL

~~P.O. BOX 26, ATNABKOI.~~

Admission/Serial No.5148.....

THIS IS TO CERTIFY THAT TARUS KEMBOI HARON

entered this school on 08/02/2008 and was enrolled in

Form ONE, and left on 10/11/2011 from

Form FOUR having satisfactorily completed the approved

course for Form K.C.S.E.

Date of Birth (in Admission Register) 1993

Headteacher's report on the pupil's ability, industry and conduct

GAMES/SPORTS: Basketball player.

CLUBS: Scouting.

RESPONSIBILITY: Treasurer Scouting Movement.

INDUSTRY: Hardworking.

CONDUCT: He is of good conduct. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Pupil's Signature [Signature]

Date of Issue 15/12/2011

Signature [Signature]
Headteacher



This certificate was issued without any erasure or alteration whatsoever.



Certificate

This is to certify that

Tarus Haron

has passed the course

Passenger Proration - Fundamentals (Classroom, 5 days)

given by IATA Training

Nairobi, Kenya

31 July 2017 - 4 August 2017

A handwritten signature in black ink, appearing to read "Alexandre de Juniac".

Alexandre de Juniac
Director General and CEO



00000569695

www.iata.org/training/authenticate



Certificate

This is to certify that

Tarus Haron

has passed the course

Passenger Interline Accounting and Control (Classroom, 5 days)

given by IATA Training

Nairobi, Kenya

18 December 2017 - 22 December 2017

A handwritten signature in black ink, appearing to read "Alexandre de Juniac".

Alexandre de Juniac
Director General and CEO



0000614503

www.iata.org/training/authenticcate

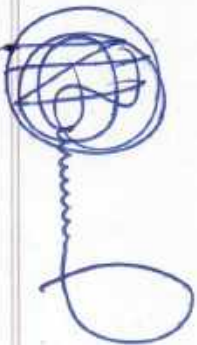
CERTIFICATE of ATTENDANCE

THIS IS TO CERTIFY THAT

TRUS KEMBDI HARON

ATTENDED THE ENTREPRENEURIAL FORUM HOSTED BY STRATHMORE BUSINESS CLUB ON THE 8TH OF AUGUST 2014 IN
STRATHMORE UNIVERSITY.

Signed



MR. PAUL OCHIENG, Dean Of Students, Strathmore
University

Signed



IAN DENNIS ODUOR, President, Strathmore Business
Club



CERTIFICATE OF MEMBERSHIP

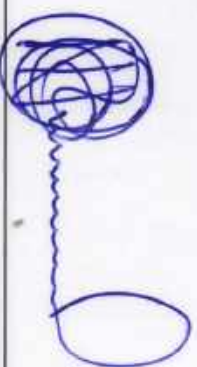
This is to certify that

Haroon Rehmani

Was a member of STRATHMORE BUSINESS CLUB
from the year 2012 - 2016

Allan Yegon

Allan Yegon
Club President



Mr. Paul Ochieng
Dean Strathmore University





CA47828

CAII201721850404

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This is to certify that
Tarus Haron Kemboi
passed the

Certified Public Accountants Part II Examination

held in

November Two Thousand and Seventeen

having satisfied the examiners in the following papers

Section 3

Company Law

Financial Management

Financial Reporting

Section 4

Auditing and Assurance

Management Information Systems

Quantitative Analysis

Secretary

Reg. No. **NAC/204451**

