



**ELVIS KEBABE**

**Nairobi Kenya**

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### **PROFESSIONAL SUMMARY**

Dedicated industry professional with communication skills developed and demonstrated through engagement as a Director, Reconciliation Officer, Strategic Communications Intern, Sports Clubs and Associations active member. Keen in public relations, communications, customer service and operations environments.

### **KEY STRENGTHS**

- Troubleshooting communication problems and building successful solutions
- Paying strong attention to detail
- Willingness to learn more and develop professionally.
- Excellent verbal and written communication abilities with a strong background cultivating positive relationships and exceeding goals.

### **SKILLS**

- Research
- Records management
- Teamwork
- Inquiries response/ professionally, courteously and tactfully deal with a variety of people
- Supervision
- Knowledge of social media platforms, word press and graphic design
- Proficient computer skills including MS Word and Excel

## **EXPERIENCE**

### **Director April 2022**

#### **KITSMAN ENGINEERING LIMITED Nairobi Kenya**

- Going through and approving the company's work and contractual documents.
- Determining alongside board members, what the company's strategic objectives and policies are.
- Promoting the success of the company and discouraging failures for the benefit of its growth and members.
- Accounting for the company's activities and assets to relevant parties.
- Diligently monitoring progress aimed towards achieving the set objectives and policies.
- Adhere to health and safety laws duties placed on organizations and employers.

### **Reconciliation Officer February 2023 to March 2023**

#### **ONGITI AND ASSOCIATES Nairobi Kenya**

Main duties and responsibilities included the following:

- Accounting: Bank reconciliations
- Performed bank reconciliations that comprised the following accounting activities:
  - Compared the bank statements and the corresponding cashbook and correctly identified the transactions in the cashbook/ledger book that were received/paid by the bank and properly posted in the bank statement. As a result of the above reconciliation exercise, I correctly identified and prepared the following schedules:
  - Identified payments/credits in the cashbook/ledger book that were not in the bank statement and prepared a schedule of the same.
  - Identified receipts/debits in the cashbook/ledger book that were not in the bank statement and prepared a schedule of the same
  - Identified payments/debits in the bank statement that were not in the cashbook/ledger book and prepared a schedule of the same
  - Identified receipts/credits in the bank statement that were not in the cashbook/ledger book and prepared a schedule of the same
  - Prepared bank reconciliation statement, reconciling the balance as per bank statement with the balance as per the cashbook/ledger book for several months.

## **Strategic Communications Intern/Attaché March 2020 to June 2020**

### **Ministry Of Devolution and ASALS Nairobi Kenya**

- Promoted positive teamwork relations with well-articulated reports.
- Handled communications with strategic and level-headed approaches.
- Coordinated social media communications across all platforms and website pages.

## **Physical Fitness Instructor November 2019 to February 2020**

### **Marlsp Fitness and Aerobics Centre Nairobi Kenya**

- Prepared individualized exercise programs by administering, tracking, and evaluating health history questionnaires and fitness assessments.
- Maintained client safety through continuous monitoring of techniques and advice on proper form.
- Recruited gym members for scheduled classes and promotional events using consultative upbeat approach.
- Offered comprehensive health and wellness support, including advice on nutritional choices and lifestyle issues.
- Boosted revenue by continuously bringing in new business through marketing, referrals, and social media.
- Helped clients achieve fitness targets by preparing personalized training programs.
- Accommodated different levels of fitness through adjusted classes and alternative routines.
- Excited class participants with upbeat music and lively exercise routines.
- Protected clients by advising on proper clothing, techniques and equipment.
- Taught individual and team sports to participants through instruction and demonstration, using knowledge of sports techniques and of participants' physical capabilities.

## **EDUCATION**

- B. SC Degree in Communication and Journalism 2020  
Moi University Nairobi Kenya
- Certificate in Information Technology 2016  
St. Bakita Training Institute Nairobi Kenya
- High school Certificate 2015  
Nyambaria School Nyamira Kenya
- Sports and Club participation certificates

### **Testimony/ Recommendation:**

ONGITIAND ASSOCIATES  
CERTIFIED PUBLIC ACCOUNTANTS OF KENYA  
O&A  
P.O.Box 51255-0020  
[Tel:020-273069](tel:020-273069)

Lower Hill Duplex Apartments-Suite 48 Lower Hill Road, Upper  
[Hill NAIROBI, KENYA Email:ongiticpa@gmail.com](mailto:ongiticpa@gmail.com)  
NAIROBI-KENYA

During his time with us, we found Mr. Elvis Kebabe to be a focused, committed and a keen worker who keeps time and performs his professional assignments and other duties diligently, professionally and timely. Mr. Kebabe was on short time contract to assist us manage the workload and left when the assignment was successfully completed.

We strongly recommend him to any prospective employer.

Yours Sincerely, tee

CPA Edward O. Ongiti-0717664282

Managing Partner

### **REFERENCES**

#### **Professional Referees:**

⑩ Mrs. Klihika Peninah Principal Communications Officer MINISTRY OF  
DEVOLUTION AND ASALS NO: 0722628255

⑩ Mr. Dennis Erastus Kwaka Businessman P.O.Box 53374- 0100 Utawala NO:  
0728069609 EMAIL: kwakajunior@gmail.com

⑩ Mr. Brian Ayub Occupation: Service Engineer P.O.Box 30599-00100 GPO NO:  
0791232197 EMAIL: brianayub@gmail.com