



Stephanie Chebet Kipkoech

Doha Qatar; QID :29740405776

+97466085445 or+97470152283 | skchebet8@gmail.com

Experience

- SUPERSCAPE INTERIOR DESIGN & DECORATION** 2024 - 2025
Cashier
Greeted customers and provided excellent customer service.
Handled cash, credit, and debit transactions using a cash register.
Maintained accurate cash drawer and ensured all transactions are recorded correctly.
Assisted customers with inquiries and provided information about products and services.
Ensured the cleanliness and organization of the checkout area.
Balanced the cash register at the end of each shift and prepared daily reports.
Followed all company policies and procedures regarding cash handling and security.
- MEDICAL ADMINISTRATOR KENYA LIMITED** 2020 - 2024
Reconciliation executive
Daily reconciliation of all our panel service providers statements.
Sent remittances to our Service Providers for payments made periodically.
Batching on the Medi claim system/ Med book System.
Creation of payment EFT'S to all our Service Providers.
Provided satisfactory customer service to service providers urgent queries.
Entries in Tally Accounts Software.
Preparation of cheques.
Cash payments against approved expenses.
Preparation of MIS reports.
Managed eligibility files using the provided policies and guidelines for the plan to pre-certifying procedures.
Verified all additional and supporting claims documents have been submitted.
Submitted member and provider claims.
Routine follow up on the progress of the claims.
Maintained a record of claims details and settlements.
Generated claim reports as requested by providers, clients or the management.
Responded to claims correspondence received from insurers, clients and providers.
Reconciled providers monthly statements.
- KENYA PIPELINE COMPANY** 2019 - 2019
Accounts Intern
Compiled daily sales and posted the entries in the system
Daily preparation and monthly reconciliation of invoices to the company's customers, i.e Oil Marketing Companies
Prepared daily schedule of volumes of product consumed for purposes of invoicing shippers by KRA (Kenya Revenue Authority) & KAA (Kenya Airports Authority)
Generated and Compiled reports using SAP software
Processed petty cash claims on the system to ensure secure payment traceability
Assisted in daily generation of gain and loss report
Assisted in the monthly billing process for all the Oil Marketing Companies
Accurately documented truck loading activities.

Education

- KASNEB** 2023
Certified Public Accountant

- **KCA UNIVERSITY** 2019
Bachelor degree in Commerce Finance
- **Riruta Central School** 2015
Kenya Certificate of Secondary Education
- **St Mary's Primary School** 2011
Kenya Certificate of Primary Education

Skills

- Microsoft Excel, Outlook, Word
- ERP (Enterprise Resource Planning) SAP System
- Data Entry
- Claims Management
- Reconciliation of statements
- Financial Reporting

Personal Details

- Date of Birth : 17/05/1997
- Marital Status : Single
- Nationality : Kenyan
- Gender : Female