**BENJAMIN KIBUNJA WACHIRA**

**P.O Box 1286-00200, city square Nairobi**

**Tel: 0721319091, 0722679236**

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I am an Accounting/Auditing professional; my expertise lies in; handling various aspects of financial reporting, bank reconciliation, internal accounting controls, preparing trial balance, review and preparation of financial statements. Additionally, I am skilled in office administration, staff supervision and development, records and file management. I am now looking out to work in a challenging professional environment where I can utilize my Accounts/ Auditing skills, talents, and analytical abilities.

**Personal Details:**

* Date of Birth : 12.02.1986
* Marital Status: Married

**Education and Professional Qualification:**

* Bachelor of commerce, Jomo Kenyatta University of Agriculture and Technology, 2013- 2015 (finance)
* Certified public accountant (C.P.A K), Star College of Management Studies, June 2006-Decemeber 2011
* Kenya Certificate of Secondary Education, Kamune secondary school, January 2001 –November 2004

**Key Professional Skills and Competencies:**

* Exceptional interpersonal skills to provide customized services
* Possess comprehensive and firm knowledge regarding standard Accounting Principles and accounting procedures
* Proficient in Microsoft Word, Excel and QuickBooks Accounting Software
* Experienced in auditing and meeting demanding clients
* Expert in: operations and financial analysis, risk management, management accounting, evaluating new account credit risks, partnership and project accounting
* Excellent business acumen, analytical and quick at numbers  
  Self-motivated and able to take initiative, demonstrated ability to act with urgency
* Good verbal and written communication skills

**PROFESSIONAL EXPERIENCE**

**Accountant;**

**Karen Hospital, September 2011- Aug 2016;**

**Duties and Responsibilities:**

* Preparing reconciliation statements
* Supervision of credit control department
* Preparing payment vouchers for suppliers
* Preparation of collection reports
* Maintaining and management of petty cash
* Supervising daily cash count
* Preparing daily and analyzing cash received, credit card ,Cheques and electronic fund transfer report
* Making statutory returns i.e. NSSF, NHIF and PAYE
* Assist in internal and external auditing
* Reviewing internal controls within organization
* Payroll preparation

**Lecturer;**

**Kenya College of Medicine &Business study, July 2010- August 2011;**

**Duties and Responsibilities:**

* Teaching accounts
* Involved in the research and designing of new courses and materials
* Assessing student course work and material
* Involved in the set up of exams and the marking papers
* Providing mentoring, advice and support to students on a personal level
* Updating books of account

**Auditor;**

**Kavaswa welfare, June 2009- June2011;**

**Duties and Responsibilities:**

* Recording of financial transaction in the relevant books of account
* Preparation and updating of members statement on monthly basis
* Advising management on how to keep proper books of accounts
* Preparing financial statements i.e. income statements and balance sheet

**Hobbies and Interests:**

* Personal Development
* Reading Magazines, Journals & books

**REFEREES**

**Please feel free to contact the under mentioned in regard to my competence, work ethic, performance and / or any other aspect with respect to me:**

**Lydia Mimano**

Finance Manager

Saudi Arabian Airlines

Tel: 0722230594

**Wilson Githaiga**

Auditor

Kenya National Auditor

Tel: 0724765222

**Cyrus Waihenya**

Accountant

Marble ark Hotel

Tel: 0724431867