**CURRICULUM VITAE**

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# PERSONAL OBJECTIVES

1. To carry on my work as an accountant and be ready to apply my skills in development of business and the entire country
2. To work in a global, competitive and challenging environment where I can embrace business and financial skills in order to enhance organization processes and aid in achieving its objectives

# ABILITIES

* Preparation of end year accounts
* Preparation and filling of statutory deduction
* Preparation of budgets
* VAT calculations, filing and control

# PROFESSIONAL QUALIFICATION

* CPA PART II
* CPA PART I
* KATC CERTIFICATE

# OTHER QUALIFICATIONS

* PASTEL KCA GITHUNGURI CAMPUS
* QUICKBOOKS KCA GITHUNGURI CAMPUS
* SAGE KCA GITHUNGURI CAMPUS

**ACADEMIC ACHIEVEMENT**

An award from KASNEB as the best student in KATC cost accounting examination.

# WORK EXPERIENCE

1. **FEBRUARY 2008 TO NOVEMBER 2010 : HAGO STATIONERS LTD AS AN ACCOUNTANT**

As an accountant dealing with bank reconciliations, balance sheet, profit and loss accounts and trial balance preparations. I dealt with debtors and creditors control.

I was highly involved in preparation of tender documents and tender interviews.

I was also involved in payroll preparations and filling of statutory returns.

**ACHIEVEMENTS**

In my three years as an employee here I was able to bring the debtors balances to a considerable and manageable amount and thus reducing the risk of bad debts.

I was also involved in the installation of a stock control software having joined the company when it was using manual control and by the time I was leaving it was a successful idea.

1. **DECEMBER 2010 TO DECEMBER 2011 : HERITAGE HOTELS LTD AS:**
2. **Revenue accountant.**
3. **Night auditor**

My major roles here were to make sure revenues are collected and accounted for on a daily basis. As a night auditor I was involved in accounting of the number of guests in the hotels and also the revenues being made.

I also prepared statement of accounts for all of the hotels travel agents.

**ACHIEVEMENTS**

Timely and accurate preparation of statements.

1. **JANUARY 2012 TO 31-10-2012 : SARACEN MEDIA LTD**
2. **Revenue accountant.**
3. **Credit control and Debt collection**

My major roles here was invoicing of clients and following up with them for the payments.

I made sure that the money owed to the company never went overdue.

**I performed the following tasks on a regular basis:**

* Updating records of debtors.
* Receiving and collection of cheques from the debtors when monies were due.
* Tracking down debtors.
* Contacting debtors via telephone or emails.
* Listening carefully to the situations and issues related to debtors.
* Preparing debtor statements.

**ACHIEVEMENTS.**

I was able to follow up with one of the clients who had an overdue account for over four years and was able to make progress and by the time of leaving the company most of the monies owed had been paid.

1. **FEBRUARY 2013 TO DATE: PRESTIGE SACCO**

* **ACCOUNTANT.**
* **SACCO MANAGER.**

1.Reviewing and formulating policies, procedures and practices for SACCO operations.  
2. Maintaining proper books of accounts, records and registers for all SACCO transactions.  
3.Directing and supervising the administration and processing of loans.  
4. Ensuring effective management and use of Sacco financial resources and assets.  
5. Preparation and reporting of timely and accurate financial reports.  
6.Representing the society in business transactions and any other transactions authorized by  
the management committee.  
7.Carrying out such other duties as prescribed in the rules/by-laws or directed by the management committee.

**ACHIEVEMENTS.**

I have currently implemented a new sacco accounting system which I have done successfully within one year.

**REFEREES**

* 1. GAD MUNYAKA

MANAGER HAGO STATIONERS

0722-711697

* 1. NAHASHON NG’ANG’A

HERITAGE HOTELS

0723-460111

* 1. GERALD MUKASA

PRESTIGE SACCO LTD

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