

CURRICULUM VITAE

PERSONAL DETAILS

Name : Joseph Kinuthia Ndungu
Date of birth : 1981
Place of Birth : Gituamba
District of Birth : Thika
Address : P.o Box 27759-00506
Telephone : 0715260461/ 0718583739
Email:josephkinuthia91@yahoo.com

CAREER OBJECTIVES

To join a workforce team of a reputable organization that offers a challenging and rewarding career opportunity, participation in the achievements of the organization goals, mission and vision with no geographical limitations.

WORK EXPERIENCE:

SEPTEMBER 2012 TO DATE : COBRA SECURITY COMPANY LIMITED

POSITION : ACCOUNTANT

Responsibilities

- Preparation of monthly management accounts
- Management of accounts payable
- Management of accounts receivable
- Bank and balance sheet reconciliations
- Internal compliance and control
- Maintenance of fixed asset register
- Manage all relevant statutory filings
- Reconciling all nominal ledger accounts, creditor statements, payroll, statements of expenditure and bank accounts.
- Compiles and analyzes financial information to prepare entries to general ledger accounts, cost centers and documents business transactions.
- Prepares financial statements and supporting schedules for the annual financial review and annual budgets.
- Adheres to internal and external deadlines.
- Work with internal auditor during financial and operational audits.
- Responsible for all statutory deductions, taxation and other government regulations and timely settlement.
- Promoting a culture that reflects the organization's values and leadership competencies and that encourages high performance, and rewards productivity Preparation, recording and dispatch of invoices

FEB 2010 TO SEPTEMBER 2012 : CORPORATE SECURITY SERVICES LIMITED.

POSITION : ACCOUNTS CLERK

Responsibilities

- Preparation, recording and dispatch of invoices
- Preparation and maintenance of Debtor's accounts and creditors account
- Petty cash maintenance and bank reconciliation
- Preparation of labour budget
- Recording of muster roll and preparing of employees payroll
- Statutory deductions and Remittance (NHIF, NSSF, P.A.Y.E)
- VAT Analysis
- Processing payments to suppliers

FEB 2009-OCTOBER 2009 : JORGS ARK CENTRE

POSITION:**ACCOUNTANT****NOV 2006-DEC 2006- MATAARA TEA FACORY LIMITED****INDUSTRIAL ATTACHMENT****Responsibilities**

- Petty cashbook maintenance and bank reconciliation
- Preparation of factory daily cost
- Recording of muster roll
- Taxation of employees using form P9A.
- Preparing of employees payroll
- Analyzing quotations and raising of LPO

PROFESSIONAL QUALIFICATION:

C.P.A FINALIST (SECTION VI)

EDUCATION BACKGROUND:**December 2008 Reward Institute of Professional**

- CPA PART 111 SECTION 6
- QUICK BOOKS

December 2007 -Excel Institute of Professional Studies

- KATC 1-CPA PART 111 (SECTION 5)
- Computer packages.

1997-2000- Chania High School

Certificate awarded: - : Kenya certificate of secondary education
Grade attained : c+ (plus)

1988-1996 -Gatunguru primary school

Certificate awarded: - : Kenya certificate of primary school
Grade attained : 477 points out of 700

HOBBIES:

Football games
Reading novels
Traveling & swimming

REFEREES:

- 1) Simon Njuguna Wainaina
Defence Forces Canteen Organization
P.o Box 42015-00100
Nairobi.
Tel: 0710-576552
- 2) P.c Kamama
Manager Corporate Security Services Limited
P.o Box 27749-00506,
Nairobi
Mobile: 0726602863, 0202592359
- 3) Kenneth K. Munyiri.
Accountant
Cobra Security Company Limited
P.o box 27749-00506
Nairobi,
Tel: 0725-447289
Email:kkennethmunyiri@yahoo.com