**EDDY CHARLES NDUNE**

DATE OFBIRTH: 23rd August 1978

PLACE OF BITH: Kilifi

SEX: Male

MARITAL STATUS: Married

NATIONALITY: Kenyan

CONTACT: P.O Box 5489 -00506 NAIROBI

Phone;0722438816/0720885664

**Email:** endune@yahoo.com

**CareEr objective;**

To secure a challenging position that will utilize my abilities developed through my education and job experience in various organizations, affording me the opportunity for growth and development.

**SUMMARY OF experience&EDUCATION**

I have gained my experience in the field of accounting and internal auditing through passing my KATC and CPA Part I and currently doing my part II. I have seven years experience in financial accounting and auditing.

**professional experience:**

**Nov 2013- Aug 2014- Thika chemist (k) ltd**

**Position held - Accountant**

**Responsibilities**

**•**Preparation of all monthly statutory payments.

**•**Debtor management and credit control-receivables.

**•**Processing ofsupplier payments-payables.

**•**Maintaining and managing petty cash.

**•**Bank reconciliations

**•**Daily cash sales reconciliations.

**●**Stocks management

●Preparation of payroll

**●** Preparation of draft accounts

**2011-2013 - Kofinaf Company Limited**

**Position held- Senior Audit Assistant**

***Responsibilities***

● Reviewing effectiveness of financial, administrative and operational systems.

● To assess and determine whether resources are acquired economically

● Pre-auditing of cash payments

● Pre-auditing of invoice payments

● Preparing monthly audit work plan

● Conducting casual head counts

● Any other special assignments as requested by the Chief Internal auditor.

● Audit report writing

**2009-2010 Intrepid Guerba (k) Limited.**

**Position held- Accounts assistant**

***Responsibilities***

* Preparation of supplier payments-payables.
* Managing and maintaining petty cash
* Preparation and review of trip budget control
* Managing and reconciliation of all stock movements
* Preparing customer invoices.
* Preparing and submitting of all statutory deductions and payments.
* Keeping an up-to date filing system for the finance department.

**2007-2008- AAR Healthy services**

**Position held- Sales representative**

***Responsibilities***

Responsible for selling of the company’s healthy insurance products .

**2004-2006- Al-husnain Motors ltd**

**Position held- Accountant**

***Responsibilities***

●Maintaining the ledger books

●Maintaining the cash book

●Preparing and submitting of all statutory deductions and payments.

●Preparing the monthly payroll

●Preparing of customer invoices and collection of payments.

●Accounts payables

●Managing and maintaining petty cash

● Keeping an up-to date filing system for the company.

During this period I was successfully audited by the Kenya Revenue Authority on VAT returns and Customs duty.

**Kenya Population Census**

I was one of the clerks chosen to contribute in counting the population of Kenya which recorded the best results ever.

**professional training and EDUCATION:**

|  |  |  |
| --- | --- | --- |
| **YEAR**  **2015to date**  **2010** | **INSTITUTION**  Private Student  Association of Business Executives | **ACHIEVEMENT**  CPA part II sec 3  Diploma in Business Administration |
| **1999 – 2001** | Mombasa School of Accountancy | CPA Part I |
| **July 2001** | Comtrain Institute | Ms Excel,Sage,Quickbooks. |
| **1997 – 1999** | Mombasa School of Accountancy | KATC Finalist- |
| **1993 – 1996** | Ganze High School | KCSE |

**LANGUAGES PROFICIENCY:**

English-Excellent spoken and written

Swahili-Excellent spoken and written

**personal attributes:** Self-motivated, strict on schedule and time keeping with a can-do attitude backed by a high level of integrity.Skills in leadership, with strong interpersonal and communication skills.

**INTERESTS:**

* Music
* Football

**REFERENCES**

**1.HASSAN NDISHO**

Human Resource Manager

Kofinaf Company Ltd

P.O Box 10

Ruiru

Tel.0724432064/0733633638

**2.CHARLES KAZUNGU NYOKA**

Finance and Administration Officer

European Union delegation in Kenya

P.O Box 45119-00100

Nairobi, Kenya

Tel.0721206515

Email:Charles-kazungu.NYOKA@eeas.europa.eu