# CEPHAS NJONJO MURIUKI

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SUMMARY:

I am a fully trained professional accountant CPA (Finalist) with a bachelor’s degree in Economics and hold competitive skills and knowledge in statistical analysis, financial analysis, computerized accounting, project management and economic modelling. I am a leader, self-driven, highly motivated and teachable person who is quick to learn and well able to work in a team. My core values are integrity, service, excellence and accountability.

# ACHIEVEMENTS

Leadership

* 2015 Growing Leaders Training Programme- Kenyatta University
* 2015 Entrepreneurship Training Programme -Kingdom SACCO
* 2013 to date: Treasurer -Uwepo Youth Welfare Group.
* 2012-2015 Club coordinator- Global Leadership Interlink
* 2007-2009 Devotions Captain - Emmanuel Complex High School.

# PROFESSIONAL QUALIFICATIONS

2010-2012: Nairobi Institute of Business Studies.

CPA (K) with specialization in Finance, Taxation and Audit**.**

2007 Moi University.

Proficiency Certificate in Computer Applications

# ACADEMIC QUALIFICATIONS:

2011-2015: Kenyatta University

Bachelor of Arts, Second Class (Upper Division) with major in Economics and minor in Sociology and Mathematics.

2006-2009: Emmanuel Complex High School

Kenya Certificate of Secondary Education; Mean Grade B+

# COMPUTER PROFICIENCY:

* Statistical Programming- E-Views, STATA, MS Excel.
* MS Office

# PROFESSIONAL EXPERIENCE:

01-08-2016-Date Cytonn Investments Limited (Market Research Intern) Duties handled include:

* Carrying out consumer surveys, competitor analysis and client profiling
* Designing research methods such as interviews and questionnaires
* Carrying out qualitative or quantitative research
* Writing research reports, including client recommendations
* Investigating market activity
* Analyzing, translating and presenting results
* Analyzing published data and statistics

01-09-2015 – 29-07-2016 BIYN BUSINESS CONSULTANTS (Graduate Trainee-Accounts) Achievements and Experiences Earned:

* + Use of Quickbooks in accounting and customizing it to fit the clients image and brand and specifications.
  + Preparation of VAT, PAYE, NHIF, NSSF for various clients including Corenett Solutions Ltd, Ngumibay Enterprises and Vartus Company Limited.
  + Performing weekly and monthly Bank reconciliation and communicating implication to management
  + Maintaining and updating accounting records for the purpose of preparing management reports, payroll and final accounts

# REFEREES:

1. Mr Charles Kimani, Director, Biyn Consultants (Mentor)

Email: charlesknjuguna@gmail.com Mobile: 0722 991 652

1. Dr Paul Gachanja

Chairman, Department of Economic Theory Kenyatta University. [paul.gachanja@ku.ac.ke](mailto:paul.gachanja@ku.ac.ke)

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1. Victor Akumu,

Digital Analyst; Cytonn Investments

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