

## **PHILIP MUNI WAIRERA**

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Tel+254724810643/+254732829145

Box 27651-00200

Nationality: Kenyan

Date of Birth: 6<sup>th</sup> February 1991

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### **SUMMARY OF SKILLS**

- A strong team player
- Result oriented
- Well developed negotiation, presentation, and relationship building and customer service skills.
- Capacity building.
- Articulate and persuasive communicator at ease interacting with clients and senior management.
- Sound commercial awareness.
- Proactive and highly focused with strong investigative skills, an analytical and logical approach to problem solving and I am adept at handling and interpreting data.

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### **EDUCATION AND TRAINING**

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#### **VISION INSTITUTE OF PROFESSIONALS**

**2011-2015**

July 2014-May 2015; CPA Part 3- Pass

Jan 2013-May 2013; CPA part 2 -Pass

July 2012-Dec 2012; CPA part 1-Pass

July 2011-Dec 2011: KATC-Pass

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### **PROFESSIONAL EXPERIENCE**

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#### **ULTRAVETIS EAST AFRICA LTD.**

#### **ACCOUNTANT-PAYABLES**

**July 2015-To Date**

*Nairobi, Kenya*

- Ensure that invoices received are processed with 24hrs of receipt and issues resolved quickly.
- Ensure that TZ and UG cheques are drawn on approval on a daily basis by 10.00am
- Updating the bank register and sending by close of business on same day for TZ & UG payments.
- Ensure that Staff Claims and functions returns are posted, reconciled and paid by the 10<sup>th</sup> of every month
- Ensure staff travel accounts are sent by 13<sup>th</sup> of every month
- Ensure that Purchase orders are raised on approval by 10.00 a.m. & 2.00 p.m. on a daily basis.
- Ensure that supplier reconciliations are done by 10<sup>th</sup> of every month
- Ensure supplier payment remittances are sent by 15<sup>th</sup> of the month
- Conducting the physical stock take and preparing the report highlighting any Discrepancies by the 2<sup>nd</sup> working day.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documenting financial transactions by entering account information.
- Recommending financial actions by analyzing accounting options.

- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintaining customer confidence and protects operations by keeping financial information confidential.
- Maintaining professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

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**PCEA KIKUYU HOSPITAL-ORTHOPEDIC REHAB**

**ACCOUNTS INTERN-**

**June- Sep 2014**

*Nairobi, Kenya*

- Debiting patient expenses in their respective accounts using the proper ward procedure.
- Debiting LPOs and debit notes using the appropriate lab and ward procedures respectively.
- Crediting payments made by patients to their accounts.
- Finalizing invoices to be quoted for purposes of payment by the patients
- Recording every patient's tally sheet and debiting the same using the appropriate ward and Lab procedures.
- Finalizing corporate patients' accounts and billing the outstanding amounts to the respective corporate clients.
- Preparing daily and monthly cash flows for every hospital department.
- Reconciling bank statements with the hospital cashbook on a monthly basis.
- Updating patient's NHIF claim forms and sending them to the NHIF offices to facilitate payment.
- Allocating payments to suppliers using ORIS (orthopedic rehab information system).

**GILFIELD SERVICES LTD**

**OFFICE CLERK/ASSISTANT**

**July 2010-July 2011**

*Nairobi, Kenya*

- Forwarding information by receiving and distributing communications; collecting and mailing correspondence; copying information.

- Maintaining supplies by checking stock to determine inventory levels, anticipating requirements, placing and expediting orders, verifying receipt; stocking items; delivering supplies to work stations.
- Maintaining equipment by completing preventive maintenance; troubleshooting failures; calling for repairs; monitoring equipment operation; monitoring and purchasing meter fund
- Maintaining office schedule by picking-up and delivering items.
- Serves customers by backing-up receptionist; answering questions; forwarding messages; confirming customer orders; keeping customers informed of order status.

### **ACHIEVEMENTS**

- I have been able to meet the companies' expectations through my multitasking skills which are both in administration and Finance, Public Relations and Communication. I have been able to handle both employees and customers professionally.
- As an employee, I have learnt a lot and sharpened my skills further for future business and personal opportunities.
- Awarded a certificate for participating in community service program organized by IYF (International Youth Fellowship) at Kenyatta National Hospital.
- Awarded a certificate for participating in an Accountancy forum held at the KCA University.
- Awarded a certificate for participating in The Nairobi Securities Exchange (NSE) competition in 2014.
- Awarded a certificate for attending holistic training sessions at vision institute of professionals from July 2011-May 2015.

### **TRAININGS ATTENDED**

- Participated in a 2-day practical accounting training organized by Kagiko and Associates at the Henessis Hotel, Nairobi. (11<sup>th</sup> and 12<sup>th</sup> June 2016). Topics handled were; PAYE, VAT, Withholding tax, NHIF, NSSF, NITA, Tax Audit and emerging issues in Taxation.

### **KOMOTHAI BOYS' HIGH SCHOOL**

**2006-2009**

- Kenya certificate of Secondary Education [KCSE]

### **COMPUTER SKILLS**

#### **VISION INSTITUTE OF PROFESSIONALS**

- Accounting packages-; Sage, Pastel, Tally, QuickBooks and Ms.Accounting

### **ZETECH COLLEGE**

- Basic computer applications -Microsoft Word ,Excel,Access,PowerPoint,E-mail& Internet

### **OTHER SKILLS**

**Languages:** English, Swahili and Kikuyu.

**Expertise:** Public relations Finance.

**Hobbies and Activities:** Current Affairs, football, movies, music, documentaries.

### **REFERENCES.**

1. Susan Wangechi Warui  
Senior Lecturer, VIP  
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2. Phyllis Roimen

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3. Cecilia Mugo

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