

# RESUME

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**GITHATU GEORGE MAINA**  
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## BIO DATA:

**Date of Birth:** 17/06/1987.  
**Languages:** Well written & Spoken English and Kiswahili  
**Hobbies/Interests:** Reading, Outdoor games, socializing.

## CAREER OBJECTIVE:

To develop a progressive career in the Accounting & Finance field through dynamic organizations that promote professionalism and facilitate relevant exposure with a view of making a positive impact to the overall institutional growth.

## WORK EXPERIENCE:

Jan, 2017  
To Date

### **Senior Accountant: Kenshiv Limited.**

#### **Company Profile:**

Kenshiv Limited is one of the leading Scrap Metals Importer in Kenya, with its head office in India and regional sales and distribution offices in Dubai, Nairobi and Mombasa.

#### **Duties and responsibilities:**

I am currently in-charge of the Administration and Accounting team that oversees efficient running of the company. My duties include:

- Preparation of monthly financial reports to management.
- Preparation of payrolls.
- Organizing with the banks on Credit facilities.
- Maintaining vendor, receipts and other organization paper records as necessary.
- Gain wide Knowledge in invoicing of goods, actual sales and debt follow-ups.
- Preparation of invoices to customers.
- Respond in a timely and complete manner to all requests for information by the organization's director(s).
- Write checks for all approved payments, and forward them to authorized signatories.
- Prepare for, and cooperate with, organization's appointed auditors.
- Assist in inventory management and control as required.
- Deduct and remit all statutory taxes from employees' salaries as required by law.
- Ensure all of the organization's tax returns are filed as required in a timely manner.
- Any other duty as assigned by the Managing Director.

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Sept, 2010  
To May 2016

## **Accountant: Tuangaze Limited.**

### **Company Profile:**

Tuangaze Limited is an American Pro Non-Profit making Organization based in Kenya which majorly deals with distribution of gas commonly known as the T-Energy.

### **Duties and responsibilities:**

As an Accountant for close to 7 years in Tuangaze Limited my duties involved:

- Maintaining and operating a complete and systematic general set of books and accounts, in accordance with prescribed systems software i.e.: QuickBooks
- Preparation of monthly financial reports to management and investors
- Classifying a wide variety of income and expenses, and distributing them according to a prescribed category
- Entering all receipts, vouchers, and deposits in appropriate records.
- Liaison with all service providers: Internet, rent, contractors, suppliers, monthly cleaners and security services and maintaining a good relationship on behalf of Tuangaze.
- Maintaining vendor, receipts and other organization paper records as necessary.
- Analyzing accounting and statistical information and compiling data for reports.
- Reconciling and balancing bank statements with cash books on a monthly basis.
- Preparation of invoices to customers.
- Preparation of payrolls.
- Deduct and remit all statutory taxes from employees 'salaries as required by law.
- Performing a wide variety of clerical work.
- Where applicable (i.e. income received), ensuring QuickBooks database corresponds with In-Country Database (ICDB).
- Responding in a timely and complete manner to all requests for information by the organization's director(s).
- Keeping all organization's transactions and information strictly confidential.
- Writing cheques for all approved payments, and forward them to authorized signatories.
- Ensuring all of the organization's tax returns are filed as required in a timely manner.
- Ensuring bi-weekly computer data backup, and have backup system managed as directed.
- Prepare and liaise with organization's appointed auditors.
- Assist in inventory management and control as required.
- Identify and recommend to the head of department areas where cost cutting measures can be taken.
- Maintain an accurate and up to date In-Country Database (ICDB).
- Conduct monthly audits of Stores Outlets transactions and inventory on-site.
- Reporting to Cylinder Exchange pool and circulating information
- Reconciling Exchange pool cylinders of all members of pool.
- Any other duty as assigned by the head of department.

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Dec, 2009  
To Feb 2010

## **Assistant Credit Controller: Unga Limited.**

### **Company Profile:**

Unga Group Plc is a Kenya-based holding company that has a majority shareholding in companies involved with the manufacture and marketing of a broad range of human nutrition, animal nutrition and animal health products.

### **Duties and responsibilities:**

As an Assistant Credit Controller in Unga Limited, my duties involved:

- Credit notes-Computing and raising of credit notes for transport rebates and volume discounts.
- Debit Notes- raising of debit notes for customers.
- Printing of customers' statements
- Reconciliations of customer's accounts
- Filling
- Journal entries
- Data entry
- Journal entries
- Data entry
- Kaizen.

## **EDUCATIONAL BACKGROUND:**

**Yr. 2007-2010 University of Nairobi (2007-2010)**

Bachelor of Commerce – Finance Option

**Kiaguthu Boys High School (2002-2006)**

K.C.S.E 'O' Levels

## **PROFESSIONAL COURSES:**

**Yr. 2012 KASNEB**

CPA part I & II pursuing part III

**Yr 2013 Computerized Accountancy**

Certificate in Accounting Packages (Microsoft, Sage, Pastel and Quick books)

## **NOTABLE ACCOMPLISHMENTS:**

- Successfully completed an advanced level community based First Aid training
- Initiated and successfully managed a merchandising business in the mid of 2016.

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## REFEREES

### **Cleophas Kisambu.**

Director

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