

## **CURRICULUM VITAE.**

### **PERSONAL DETAIL.**

NAME : John Kahira Thuo  
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BORN : 1983

### **CAREER OBJECTIVE.**

To work in a firm that will give exposure and scope to successfully, Develop my skill and utilize my talent toward the organization's objective, For its development and success, Both in business world and society in general.

### **WORK EXPERIENCE.**

**Company ---- UPESI MONEY TRASFER LIMITED.**

**Position. ---- Snr Accountant**

**Duration ---- April 2016 – To date.**

#### **Duties**

-Acting as an assistant to Head of Finance

- Assisting in preparation of Monthly Management Accounts for the Company:

- ✚ Analysis of Turnover.
- ✚ Profit & Loss Statement.
- ✚ Performance analysis.

-Assisting in monitoring Cash and Bank accounts through:

- ✚ Daily Cash Reports
- ✚ Online Banks monitoring.

-Drafting Year end Trial Balance and Financial Statement for discussion with Head of Finance and C.E.O.

-Monitors MTO Statements, Reconciles and Corresponds with the Service Providers.

-Verification of all payments emanating from Upesi Money Transfer Ltd before submission to Head of Finance and C.E.O.

-Dealing with banks and Sister Company regarding movement of funds.

-Deputizing in General supervisory oversight over Finance department.

- Preparation of Reports Requested by either the CEO or Finance Director.
- Confirms Bank balances and advises on funding.
- Monitors, Computes and transmits daily trading Forex rates.
- Confirming Forex Exchange Dealings in consultation with the accountant.
- Confirming the postings to Quick books & Bantu system for accuracy, & timeliness.
- Maintains and manages the Company's fixed assets Register.
- Liaises with External Auditors.
- Assisting in analyzing and managing the Accounts Receivables and Payables.
- Undertakes day to day assignments as directed by the CEO.
- Performs any other duty as directed by the B.O.D, CEO and Management

**Company** ---- **ROYAL OILFIELD LOGISTIC SERV & SUPPLIES LTD**  
**Position.** ---- **Financial Accountant.**  
**Duration.** ---- **August 2013 - March 2016.**

**Duties**

- Preparation of monthly Management Accounts
- Reconciliation & Payment of the creditors and debtors ensure all statements are supported with invoices and ETR receipts,
- Management of petty cash and ensure all transactions are supported with genuine receipts and control the operational costs,
- Preparation and filling of statutory deductions like NHIF, NSSF & PAYE on time and periodically,
- Preparation and submitting of VAT, Withholding Tax, Fringe benefit tax, installment Tax on timely basis and ensure all there is proper documentation of all the input and output VAT.
- Preparation and management of payroll for both local and expatriates employees on time and ensure there is prompt pay,
- Verification of all the company transactions e.g. ensuring the receipts & invoices are in good order as per the company interest.
- Participates in workshops, in-service trainings, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Maintenance of books of Accounts, cashbook.
- Performs other related duties as assigned

**Company** ---- **JUMBO COMM / MERGUT TELECOMS**  
**Position.** ---- **Accountant.**  
**Duration.** ---- **March 2012 ---June 2013**

**Duties**

- Preparation of monthly Management Accounts
- Maintaining and monitoring company working capital.
- Applying Daily stocks orders and monitoring the supply.
- Preparations of Monthly Management Accounts.
- Preparation and maintenance of branches payroll.
- Maintenance of books of Accounts, cashbook.
- Maintenances and Reconciliation of Debtors and Creditors Accounts.
- Filling company statutory deduction NHIF, PAYE, NSSF and VAT3.
- Marketing and customer care for corporate clients.

**Company** ---- **TINTORIA LTD**  
**Position.** ---- **Accountant, Operations Manager and Supervisor.**  
**Duration.** ---- **Oct 2010---Feb 2012.**

Duties as an Accountant

- End month debtor's reconciliation and debt collection.
- Suppliers account reconciliation and making orders.
- Filling company statutory deduction NHIF, PAYE, NSSF and VAT3. -Management and preparation of payroll.
- Settling client grievances.
- Applying for tenders and filing of quotation. - Preparation of weekly account report.

**Duties as the HEAD OF OPERATION and SUPERVISOR in operations.**

-As a facilitator -have taken part in formulating and implementing company strategic plan

As an inspector- Monitoring work producers' are in place for even flow of work.

Enforcing discipline in work place.

-As a manager-Linking with finance department on internal control measures in operation. -As a planner-Receive and inspect items from all the branches to and from. Plan the dairy work schedules and Complete dairy record books for control and accountability.

As a guide and leader -Ensure by Checking the receipts and sort items according to receipt number or shop court making sure special instruction are followed.

-making orders for the company

-marketing and customer care for corporate clients

-conducting interviews for new staff and issuing employment documents. -performing staff evaluation procurers

**Company** ---- **Cycle Importers ltd.**  
**Position** ---- **Accountant.**  
**Duration** ---- **Jan 2009---Sept 2010**

### Duties

- Preparing and filling return; VAT 3, NSSF, NHIF, PAYE and Standard levy.
- Preparation of the payroll.
- Managing debtors and creditors.
  
- Monthly Bank, Debtor and creditors Reconciliations.
  - Ensuring controls in business transactions.
  - Preparation of year end Management Accounts.
  - Maintain the company books of Account.
  - Working with external Auditor in formulating company Audited Accounts.

**Company ---- Liit College**  
**Position ---- Financial Accounting Lecturer**  
**Duration ---- Jan 2010 – June 2010**

### Duties as

Financial reporting lecturer<part time classes>

- Teaching Advanced financial reporting –CPA section 6
- Teaching financial reporting - CPA section 3

**Compay ---- Kingangi Kamau co Audit firm**  
**Position. ---- Training**  
**Duration ---- Nov 2008 - Jan 2009**

### Duties

- Analysis of the company's books of Account and preparation of financial statement  
<Accountancy>.
  
- Filling of companies VAT 3 returns

### **PROFESSIONAL /ACADEMIC QUALIFICATIONS**

Sept 2009 - Dec 2012 - University of Nairobi - Bachelor of Commerce  
Jan2005 - Dec 2008 - Vision Institute of Professionals - CPA K FINALIST  
Jan 2007 - Dec 2008 - Fourth Dimension Computer college - Diploma in IT  
Jan 2000 - Dec2003 - Queen Of Apostles Seminary - K.C.S.E Grade c+ (plus)  
Jan 1992 - Dec1999 - Nderu Primary School - Score 460 marks

**FOURTH DIMENSION COMPUTER  
COLLEGE**

**DIPLOMA IN IT:**

Units covered  
A+ Computer maintenance, C+ Computer networking and Visual Basic programming .

**COMPUTER PACKAGES**

QuickBooks, Tally, Sage Evolution ,and I soft payroll system.

**LEADERSHIP ROLE AND MEMBERSHIP**

-Member of church youth group

-Member of college Y C S

-School captain , Games captain, Member of school Football team and Member of Drama club.

**OTHER ACHIVEMENTS.**

-Awarded certificate of ICPAK Membership.

-Awarded certificate of PAYE compliance at TCA training center.

- Awarded certificate for Financial Accounting 1 KASNEB Examination Dec 2005 position 1<sup>ST</sup> at VISION

INSTITUTE and 3RD KASNEB.

-Awarded certificate for Financial Accounting 2 KASNEB Examination June 2006 position 2<sup>nd</sup> at VISION INSTITUTE and 9th KASNEB.

-Awarded certificate for Financial Accounting 3 KASNEB Examination June 2007 Position 3<sup>rd</sup> at VISION INSTITUTE and 7th KASNEB.

-Awarded certificate on upstream oil and Gas industry seminar

-Awarded certificate for Best Sport Man of the year (2001) High School.

**INTREST / ACTIVITIES.**

Researching on businesses, playing drum and Jogging

**REFEREES.**

.Esther Biu

Finance Manager.

Ngao Credit limited

Contacts 0724078009 / 0729633562

.Ernest Mihango

Operations Manager.

Royal oilfield logistics serv & supplies ltd

Contacts 0725654558 / 0726478475

.Mr Kingangi

MD.

Kingangi kamau Audit Firm

Contact

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