***Curriculum Vitae***

**Eric Wamutu Mwangi**

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| **Bio Data** | **Gender:** Male  **Marital Status:** Single  **Date of Birth:** 17thAug 1992  **Nationality:** Kenyan |

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| **Personal Profile** | A result-driven professional with aspiring progressive career in Finance and Accounting. I am self-driven, ambitious, innovative, analytical, a fast learner, and pride myself as a true team player with good interpersonal skills. I possess a great desire and drive to prosper in all work that I venture into. I strongly believe in honesty and integrity and I am very reliable. I desire to work within a challenging and rewarding environment, which will give me an opportunity to utilize my acquired skills, apply my academic knowledge that leads to both personal and organizational growth. |

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| **Education** | |  |  | | --- | --- | | **Jan 2014 - May 2015** | **CPA Section I - IV** | | KASNEB |  |  |  | | --- | --- | | **2010 - 2014** | **Bachelor of Commerce, Finance Option**  Attained: Second Class Honors Upper Division | | Kenyatta University |  |  |  | | --- | --- | | **2007 - 2010** | **Kenya Certificate of Secondary Education**  Attained: Grade B (Plain) | | Othaya Boys High School |  |  |  | | --- | --- | | **1996 - 2006** | **Kenya Certificate of Primary Education** | | St. Lwanga Academy | |

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| **Skills** | * **Accounting Skills:** Knowledge of accounting and bookkeeping terminology and practices; Ability to understand and apply current accounting guidelines, system updates and revisions, and policy changes. * **Analytical and Problem solving:** I have the ability to visualize, solve complicated problems in the best way and make accurate and informed decisions. I am able to combine patience, determination, and persistence to troubleshoot client issues. * **Communication Skills:** I have excellent written and verbal communication skills. I am Confident, articulate, and have good professional speaking abilities. * **Planning and Organizing**: Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner. * **Teamwork**: Possess strong commitment to team environment dynamics with the ability to contribute expertise and follow any directives at appropriate times. * **ICT Competence:** Good command of Microsoft Office tools, word processing, data handling and processing, presentation, operating systems and internet. |

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| **Work Experience** | |  |  | | --- | --- | | **March - May 2014** | **Wananchi Sacco Society Ltd** | | **Position:** Internship  **Responsibilities:**   * Filing and retrieval of documents in and from their respective files in a recommended format. * Customer service which includes; checking of the members’ savings and loan balances from the system, printing their bank statements and attending to their queries. * Attending customers at the mobile centers. * Updating of members registers. * Key-in member’s data in the system. * Verification of members loan documents and payment vouchers. * Loan registration and appraisal. * Reconciliation of loan issues and recoveries. * Analyzing of members transactions and loan defaulters in the system and giving report on the same. * Marketing of Sacco’s products and services.  |  |  | | --- | --- | | **April - August 2015** | **Ministry of East African Affairs, Commerce and Tourism, Nyeri** |   **Position:** Internship  **Responsibilities:**   * Preparation of quarterly returns, loan schemes. * Updating ledgers and books of accounts. * Bank reconciliation and familiarization with the final accounts items.  |  |  | | --- | --- | | **November – April**  **2015 2016** | **Tuskys Supermarket.** | | |  |  |  |  | | --- | --- | --- | | **Position:** Stock take intern.  **Responsibilities:**   * Preparation for stock take which involves binning of the supermarket shelves and preparing bin sheets that are used during the actual stock take. * Stocktaking which involves physical count of the products in the supermarket. * Assist in the activities of the supermarket. This is where we get to run all jobs offered in the supermarkets from administration officer responsibilities, back office and receiving officers’ task, cashiers responsibilities and finally the line attendant tasks. * Inventory control. This is to ensure all documents are in order and correct in accordance to goods received from suppliers.  |  |  | | --- | --- | | **June - currently**  **2016** | **Tuskys Supermarket.** |   **Position: Inventory Controller**  **Responsibilities:**   * Implement improvement processes and systems to optimize inventory, minimize costs and maximize working capital. * Ensure that all item codes are active and correctly captured in terms of cost price, selling price, description, warehouse code and unit of measure. * Ensure that daily stock adjustments are correctly processed. * Creation of entire inventory replenishment threshold procedures. * Ensure integrity and accuracy of the stock management system. * Conduct Physical wall-to-wall Stock Takes on a monthly basis. * Conduct Cycle Count Stock Checks as agreed with Supervisor. * Daily update of stock issues to Shop floor, production and Stock Receipts from Shop Floor, Production areas e.g. Deli section and Suppliers in ERP System. * Reporting monthly on slow moving stock and redundant stocks in terms of quantity, values and their requisite remedial action points. * Reporting monthly on Inventory levels. * Manage control measures to ensure mistakes, inaccuracies and discrepancies are highlighted, addressed and resolved. * Provision of inventory shrinkage reports. | |

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| **Additional Information** | |  | | --- | | **Position of Responsibilities**   * 2012-2013: Founding chairman of wildlife club at Kenyatta University Nyeri campus. * 2012-2013: B.com class representative at Kenyatta University Nyeri campus. * 2012-2013: Member of organizing committee at Kenyatta University Nyeri campus. | | **Hobbies and Interests**   * Travelling, Socializing, Reading, Playing chess, community service | |

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| **Referees** | Mr. Stephen Mbuthia  County Trade Officer, Nyeri  Ministry of Eac Affairs, Commerce and Tourism  Telephone no: +254 724 595 381  Email: mbuthia\_stephen@yahoo.co.uk  George Ongeri,  Branch administrator,  Tuskys supermarket(Mtwapa Mall),  Telephone no: +254 713036051  Email: George.ongeri@tuskys.com  Lawrence Gatutha Waiganjo Loans Officer,  Taifa Sacco. Telephone no: +254 710705886 Email: [lawwaiganjo@gmail.com](mailto:lawwaiganjo@gmail.com) |