**CURRICULUM VITAE**

**PERSONAL DETAIL**

NAME : PETER G. MAINA

MOBILE : 0736504426

GENDER : MALE

DATE OF BIRTH : 1978

STATUS : MARRIED

P.O BOX : 2237, NYERI

NATIONALITY : KENYAN

ID NO : 21909351

LANGUAGES : ENGLISH, SWAHILI AND KIKUYU

EMAIL : petermaina189@gmail.com

**CAREER OBJECTIVES**

Seeking a position in a finance /accounting/auditing where my accounting experience will provide management of finance and administration functions in accordance with legal requirements of the organization for the achievements of the organizations’ objectives, goals, mission and vision

**AREAS OF COMPETENCE**

* Financial analysis and reporting
* Bank reconciliation
* Use of ERP system
* Hands on computer skills and abilities
* Receipts and payments
* Compliance with accounting standards
* Tenders evaluation and awarding
* Accounting receivable billing
* Financial forecasting

**ACADEMIC AND PROFESSIONAL QUALIFICATION**

**2012-2015: : Mount kenya university**

**Bachelor of commerce - finance**

2003-2008 : STRATHMORE UNIVERSITY

**Certified Public Accountant of Kenya (CPA-K)**

1998-1999 : KIRINYAGA TECHNICAL INSTITUTE

**Certified Public Accountant of Kenya- PART 1- PASS**

AUGUST 2004 : COMPUTER SKILLS

* **Introduction to computer and windows**
* **Ms.- Excel**
* **Ms. – windows**
* **Ms. – Access**
* **QuickBooks**

1993-1996 :GATERO HIGH SCHOOL.. K.C.S.E( C+)

**WORK EXPERIENCE**

**March 2007-Oct 2011** :**Chinga Boys High School(Boarding public school)**

**school bursar. Salary ksh 60000 gross**

**KEY ACCOMPLISHMENTS:**

* Preparation of final accounts i.e. Balance sheet and income and expenditure accounts in accordance with public schools policies, regulations and procedures
* Preparation of annual budgets for the school
* Supervisory role of non- academic staff in the school
* Preparation of Annual audit schedules
* Handling of queries from external auditors from KENAO and provincial school auditors

Jan 2000-Feb 2007 :**Kagonye sec. sch- (Day & Boarding public sch)**

**Position Held: Accounts clerk**

**KEY ACCOMPLISHMENTS**

* Preparation of school trial balances and submitting and submitting to the relevant education offices as required
* Oversight of tendering procurement of goods and services for the school
* Supervision of non-teaching staff

Dec 2002 : **Electoral commissions Kenya**

**Position Held: polling clerk**

* Counting of votes for Kenya General election of 2002

**Ambitions**

* Excelling in professional performance and serve the public to the best of my ability
* To pursue continuous profession development in my field of accounts

**Referees**

1. Mr. Francis Kariuki

former principal kagonye sec

Box ,328 Othaya

1. Mr. John W. Githinji

Director-St Teresa Kanyange (Othaya)

Tel: 0723-119 428

1. Mr. Fredrick Murage

Principal chinga Boys high school

Tel 0727590079