

CURRICULUM VITAE

NAME: KENNEDY ITUU MWANGI
YEAR OF BIRTH: 1985
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CARREER OBJECTIVES

- To work in a situation calling for total dedication and creativity.
- Assisting management in formulation of financial policy and implementation of the same.
- To work in a situation with no or minimal supervision.

PROFFESIONAL TRAINING.

2008: Kca University
Certified Public Accountant Part 3
2007: Kca University
Certified Public Accountant Part 2
2004: Kca University
Certified Public Accountant Part 1

COMPUTER TRAINING.

2005: Certificate in Office Packages MS Word Ms
Excel Quickbook Funsoft Systems Insta Solutions

EDUCATION BACKGROUND

1998-2001: Nyahururu Boys High School,
Grade attained C+ (plus).

WORK EXPERIENCE

JULY 2013-TO 15 JAN 2016:
LTD(ACCOUNTS ASSISTANT)

K K TRANSPORTERS

Duties Performed

- Cash book controls.
- Bank reconciliation.
- Supervision of support staff.
- Debtors control.

- Station Manager.

MARCH 2012 – APRIL 2013: THE KAREN HOSPITAL (ACCOUNTS ASSISTANT.)

Duties Performed:

- Preparation of final credit customers invoices.
- Patient's registration and liaising with insurance companies to check validity of insurance covers.
- Cash receipting and safe banking in the company safe.
- Patient's admission and discharge.

FEB 2010 TO FEB 2012: KK KEROSINE DISTRIBUTORS LTD (ACCOUNTS ASSISTANT)

Duties Performed:

- Preparation and maintenance of the petty cash book.
- Stock controls.
- Invoicing credit customers and ensuring up to date payments.
- Control of the cash book.

AUG. 2005-JULY 2006: KANYAGIA CATHOLIC PARISH AND MARY MOTHER OF MERCY SECONDARY SCHOOL.

Duties Performed.

- Maintaining books of accounts and ensuring they are up to date.
- Monthly bank reconciliation.
- Receipt and banking of cash.
- Preparation of the payroll for both staff and non-teaching staff.
- Maintaining of the petty cash.

FEB. 2005-JULY 2005: IGWAMITI CATHOLIC PARISH.

Duties Performed.

- Maintaining books of accounts and ensuring they are up to date.
- Monthly bank reconciliation.
- Receipt and banking of cash.
- Preparation of the payroll for both staff and non-teaching staff.
- Maintaining of the petty cash.

AVAILABILITY

Immediately

EXTRA CURRICULUM ACTIVITIES

- Badminton.
- Volleyball.

- Socializing and meeting new friends.

REFEREES

1. Mr. Henry Wairindi
Chief Accountant
K K Transporters Ltd
P.O Box 22217-00400
Nairobi
hnyabu@gmail.com
0722 587 925

2. Miss Esther Karongo
Accountant
Nas Airport Services Ltd
P.O Box 93901-80115
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3. Mr Anthony Kaboro
Managing Director
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