

**PERSONAL INFORMATION**

NAME: MURAGU PAUL CHEGE  
PASSPORT NO: A1216660  
AGE: 36 YEARS  
MARITAL STATUS: MARRIED  
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RELIGION: CHRISTIAN  
LANGUAGES: ENGLISH, SWAHILI



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**WORKING EXPERIENCE**

**Organization: Pivot Works Limited -A Waste Enterprisers LLC USA member**

**Duration: November 2013 -To date**

**Position: Administration ,Relationship and Logistics Manager**

**Duties & Responsibilities**

- **Accounting & Finance responsibilities**
  - Supervision of day to day of accounting and personnel staff.
  - Performs the reconciliation on Bank statements, inter - company accounts and owners accounts.
  - Verifying documents evidencing disbursement of funds as to authenticity & adequacy of required supports.
  - Ensure timely and accurate preparation of the company's tax returns and other statutory deductions as well as submission to the relevant authorities.
  - Review of specific grant expenditures against set timelines and milestones.
  - Preparation of quarterly management reports and annual financial statements for audit.
  - Development of accounting and operations manuals and policies.
  - Training of staff in accounting tasks and human resource management.

- **Relationship Responsibilities**

- Liaison with the City of Kigali ,Government departments on licensing ,standards and operation in sanitation and water.
- Pitching the concept and fuel to industrial consumers and organizations.
- Liaison with funders, holding company ,banks, lawyer, insurance company and other external associates.

- **Administration Responsibilities**

- Day to day management of administration of office and site personnel.
- Human resource management manuals and operations policies development.
- Oversight on site occupational safety and health issues as per policies.
- Quarterly staff evaluations and interviews.

- **Logistics Responsibilities**

- Liaison with engineering department on equipments ,materials for purchase locally, regionally and internationally.
- Sourcing for suppliers, customs agents and transporters for inward shipments.
- Working with customs agents to get pre-costing tabulation, clearing the cargo and finally doing a final cost resume and lessons learnt reports.
- Liaison with revenue authority and company auditors on tax refunds on imported capital equipments.

**Organization: Compliance Outsourcing Services Limited**

**Duration: July 2011 –November 2013**

**Position: Business Development Officer**

**Duties & Responsibilities**

- **Accounting responsibilities**

- Product and service costing.
- Credit control policy and management

- Procurement local and international
- Preparation of quarterly and annual budget and variance analysis
- Preparation of final accounts for audit
- Day to day management of the accounting functions and personnel
- **Sales administration responsibilities**
  - Product and service sales and marketing strategy drawing and implementation
  - Product marketing and sales.
  - Products performance training, warranty and after sale management
  - •Recruitment, training and day to day management of direct sales teams.

**Organization: Brazafric Industries Limited (EA)–Hospitality & Logistics (Reassignment)**

**Duration: April 2007- June 2011**

**Position: General Manager -Small Machinery and Hospitality solutions**

**Duties & Responsibilities:**

- Management of hospitality equipment and small machinery products sales regionally.
- Development of group operations and procedures manual and implementation regionally.
- Management of accounting departments regionally
- Overseas order placement, regional stock movement management
- Regional accounts consolidation and budget preparation and cost control implementation.
- Liaison with regional managers, auditors, bankers and overseas suppliers.

**Organization: Brazafric Enterprises Limited (EA) – Coffee & Grain processing**

**Duration: May 2006- March 2007**

**Position: Senior Accountant**

**Duties & Responsibilities:**

- Management Accounts, Budgeting and forecasts preparation
- Product costing, stock management and overseas order placements.
- Final Accounts and regional offices accounts preparation & consolidation

- Assets register management
- Inter regional offices accounts reconciliations.
- Day to day management of accounting staff and operations
- Liaison with lawyers,insurance,overseas suppliers, bankers regional offices

**Organization: M A Bayusuf Group of Companies -Bayusuf Grain Millers Ltd & Unistar Auto Parts Ltd**

**Duration: February 2002 -April 2006**

**Position: Finance & Operations Officer**

**Duties & Responsibilities:**

- Relationship management with bankers, suppliers and clients.
- Products/services costing, sales and stock management and overseas order placements.
- Final Accounts preparation.
- Assets register management
- Day to day management of accounting staff and operations
- VAT Refunds computations and filing.

**KUGURU GROUP OF COMPANIES**

**Organization: Softa Bottling Limited –Soft Drinks Manufacturing**

**Cateress Milling Limited – Grain milling**

**Duration: Jan – December 2001:**

**Position: Accountant –Pastel Accounting System**

**PROFESSIONAL QUALIFICATIONS**

- ❖ CERTIFIED PUBLIC ACCOUNTANT II Sec 3
- ❖ CERTIFIED PUBLIC ACCOUNTANT I
- ❖ KENYA ACCOUNTING TECHNICIANS CERTIFICATE

## **COMPUTER OPERATIONS & OTHER COURSES**

- ❖ **MS SUITE:** MS Word, Excel, Access, Power Point, Outlook
- ❖ **ACCOUNTING & PAYROLL:** Quick Books, Pastel, Accolade, Sage, Pay pack, Paymaster.
- ❖ **TEAM & PROJECTS APPLICATIONS:** Asana & Google gnat Documents
- ❖ **WORKPLACE SAFETY:** Occupational safety and Health Certificate.

## **PERSONAL ATTRIBUTES**

- ✓ A honest people person that thrives in relationship management.
- ✓ Determined and persistent
- ✓ Time conscious and results oriented.
- ✓ Experiments and follows through.

## **REFREES**

1. Obed Wachira

Partner

RUMA Certified Public Accountants

### **Rwanda**

Tel :+250-788-683-226

2. Marcos Brandalise

Managing Director/Chairman

Brazafric Group of Companies

### **Nairobi**

Tel No: +254 722 511 242

3. Peterson Mukuha Mwangi

Komu & Associates Certified Public Accountants

### **Nairobi**

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