

# **STACY NDIRANGU**

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**Gender:** Female  
**Status:** Single  
**Nationality:** Kenyan  
**Date of birth:** 3rd December 1990

## **OBJECTIVES:**

- To use my accounting skills to better livelihoods in the society and improve economic performance of my country Kenya.
- To improve the field of business and investment through research, imparting the concepts to others.

## **PROFILE:**

- Good analytical skills.
- Strong background in accounting principles.
- Goal-oriented individual with strong leadership capabilities.
- Organized, highly motivated, and detail-directed problem solver.
- Proven ability to work in unison with staff, clients and Management.
- Very reliable individual and a lady of uncompromising personal integrity.
- Able to prioritize and handle multiple tasks swiftly.
- Innovative, team player and capable to work under least or no supervision.

## **CAREER DETAILS: -**

<b>YEAR</b>	<b>Work/Place</b>	<b>Achievements/ Responsibilities</b>
Dec 2015 to April 2016	<b>General Manager operations:</b> Chartered Institute of Realtors <b>Reporting to: Managing Director</b>	<ul style="list-style-type: none"><li>▪ Managing day to day operations</li><li>▪ Assist in the development of strategic plans for operational activities</li><li>▪ Monitor, manage and improve the efficiency of support services such as HR, Accounts &amp; Finance</li><li>▪ Setting and reviewing budgets and managing cost</li><li>▪ Improve processes and policies in support of organizational goals</li><li>▪ Managing staff, preparing work schedules and assigning specific duties</li><li>▪ Monitoring and analyzing the current system of training</li><li>▪ Analyzing statistics and reading and writing reports</li><li>▪ Overseeing inventory, distribution of goods</li></ul>

		<ul style="list-style-type: none"> <li>and facility lay out</li> <li>▪ Reviewing financial statements and data</li> <li>▪ Assist in recruitment and placement of required staff</li> </ul>
August 2014 to January 2016	<b>Payable Accountant:</b> Avenue Healthcare limited <b>Reporting to:</b> Accounts Payable Manager	<ul style="list-style-type: none"> <li>▪ Receive and confirm supplier's statement.</li> <li>▪ Input invoices into the system</li> <li>▪ Reconcile all statements and invoices.</li> <li>▪ Ensuring that all supporting documents LPOs and delivery notes are attached before preparing for a payment schedule.</li> <li>▪ Preparing payment list</li> <li>▪ Filing LPOs, receipts and vouchers</li> <li>▪ Updating cashbook and cheque register</li> <li>▪ Preparing end month stock level reports.</li> <li>▪ Initial bank reconciliations</li> </ul>
March 21 <sup>st</sup> to 30 <sup>th</sup> April 2014	<b>Accountant:</b> JJ Communication	<ul style="list-style-type: none"> <li>▪ Stock taking</li> <li>▪ Cashier</li> <li>▪ Banking</li> <li>▪ Updating the payroll</li> </ul>
4 <sup>th</sup> Dec 2013 -20 <sup>th</sup> March 2014	<b>Volunteer:</b> Kenyatta National Hospital <b>Reporting to:</b> Finance Manager	<ul style="list-style-type: none"> <li>▪ Assist in Preparation final Accounts</li> <li>▪ Maintaining of General Ledger</li> <li>▪ Assistance with managing systems of internal operational and financial control</li> <li>▪ Responsible for tax Computations and tax returns</li> <li>▪ Ensuring proper maintenance of accounting documents.</li> <li>▪ Cashbook management.</li> <li>▪ Preparation of payment vouchers.</li> <li>▪ Extracting journal vouchers from the cashbook.</li> <li>▪ Preparing NHIF claim documents.</li> <li>▪ Preparation of doctors' payment schedule.</li> </ul>
2 <sup>nd</sup> Sept 2013- 29 Nov. 2013	<b>Intern,</b> Kenyatta National Hospital <b>Reporting to:</b> Revenue accountant	<ul style="list-style-type: none"> <li>▪ Preparation of NHIF documents to claim payment.</li> <li>▪ Assist in debt collection.</li> <li>▪ Cash book management</li> <li>▪ Preparation of payment vouchers</li> <li>▪ Preparing monthly trial balance.</li> </ul>

5 <sup>th</sup> Sept 2011- 28 <sup>th</sup> Oct 2011	<b>Intern,</b> Njoro canning factory	<ul style="list-style-type: none"> <li>▪ Processing claims</li> <li>▪ Preparation of document to accompany exports to Britain.</li> <li>▪ Preparation of payment vouchers</li> <li>▪ Assist in updating pay roll.</li> </ul>
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### EDUCATIONAL QUALIFICATION

YEAR	AWARD	PLACE
<b>May 2016 to date</b>	ACCA (F5, F7 & F9) part two. Exams in Dec 2016	KCA University
<b>Jan 2014 to March 2016</b>	Masters of Science in Accounting and Finance	KCA University
<b>2010 – 2013</b>	Bachelors of Commerce (BCOM) <ul style="list-style-type: none"> <li>▪ Accounting Option</li> </ul>	KCA University - Second Class honours Upper Division.
<b>March – June 2010</b>	Office automation	Migsflo computer college
<b>2007 – 2009</b>	Secondary Education (K.C.S.E)	Gatitu Girls Secondary School, Gatundu – Kenya.
<b>1997-2005</b>	Primary Education(K.C.P.E)	Mutarakwa Primary School. Nakuru.

#### Computer Literacy

I am well equipped with computer skills where I can do tasks using QuickBooks, excel, access and word efficiently.

#### Achievements

- July 2013- Volunteered in jigger eradication campaign in Murang'a County in conjunction with Ahadi Kenya Trust.
- May 2013- Organized and contributed in the preparation of taxpayers awareness forum held at KCA University and I was awarded a certificate of appreciation.
- March 2013- I attended an inter-varsity accounting symposium on the theme role of accountants towards industrialization by 2030. Attained certificate of participation.
- March 2013- I contributed in the preparation of a financial literacy forum state of art intervarsity conference held at KCA University and attained a certificate of appreciation.
- February 2013- Participated in accountants fair day held at Kenyatta University and got a certificate of acknowledgement.
- October 2012- Participated in a professional mentorship program the theme “personal development” and I got a certificate of participation.

## **HUMANITARIAN MEMBERSHIP**

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1. Registered member, Red Cross Society of Kenya. (RCSK)
2. Registered member and volunteer at International Rescue Committee. (IRC)
3. A member at Streetlife Care Organization.

### **Co-curriculum**

- Visiting needy people, Listening to music Hiking and camping, travelling.

## Referees

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1. Mr. Elijah Kamau  
Managing Director  
Chartered Institute of realtors  
P.O Box 52242-00100,  
NAIROBI.  
Tel. No. +254 714-702-683

2. Mr. Wycliffe Nyongesa  
Payable Manager  
Avenue Healthcare Limited  
P.O Box 45280-00100,  
NAIROBI.  
Tel. No. +254 724-577-442

3. Mr. John K. Kamau  
Finance manager,  
Kenyatta National Hospital,  
P.O Box 20273-00202,  
NAIROBI.  
Tel. No: +254 725-389-760