

CURRICULUM VITAE

PERSONAL PROFILE:

NAME : AMOS KIMANI KIRAGU
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ID. NO. : 24724493
DATE OF BIRTH : 12thJUNE 1986

CAREER OBJECTIVE

To exercise responsibility and accountability in a position of authority, grow in the profession and utilize my professional skills in line with ethical principles of the accounting profession in order to serve my employer diligently.

WORK EXPERIENCE:

JUNE2017 – DATE : CONSUMER INSIGHT AFRICA

Department : Finance
Job Title : Accountant

DUTIES AND RESPONSIBILITIES

- Maintaining the Debtors' and Creditors' Ledger
- Maintaining the accounting records of the companies in the group
- Liaising with, assisting, advising and monitoring offices outside Kenya in financial matters
- Ensuring compliance with tax legislation
- Updating of the Fixed Assets Register
- Ensuring compliance of the internal control systems
- Record cash receipts & payments in the ledger
- Prepare statutory returns and conduct accounts reconciliation
- Receive and respond to the financial enquiries both internal and external
- Raise client invoices & credit notes and post them into the ledger.

JULY2009 – MAY 2017: EQUITY BANK GROUP LTD

Department : Operations
Job Title : Branch Accountant

DUTIES AND RESPONSIBILITIES

- Maintaining branch ledgers and posting items to the ledgers.
- Review, process and document correctly all invoices.
- Monthly Business performance analysis of the major performance indicators.
- Financial reports preparation and analysis.
- Controlling branch expenses and ensuring cost income ratio is within bank target.
- Quarterly economic analysis through market and business SWOT analysis.
- Liquidity controls and operational expense reports.
- Preventing income leakage by collecting all earned revenues.
- Direct supervisor to clearing and custodial departments.
- Yearly budget preparation and control in liaison with management.
- Budget implementation and monitoring.
- Assets register custodian and maintenance.
- Inventory ordering and controls.
- ERP inventory management.
- Ensuring compliance to the CBK prudential guidelines, statutory deductions and local by-laws.
- Ensure high productivity levels by staff through performance reviews and coaching.
- Business growth via deposit and loan mobilization.

- Loan portfolios and debt management in liaison with credit officers.
- Loan applications and appraisals
- Profit growth.
- Growing customer base and bringing new business onboard

EDUCATIONAL BACKGROUND:

PROFESSIONAL QUALIFICATION

DURATION:

QUALIFICATION:

INSTITUTION:

CPA

January – June 2009	CPA Part III (CPA 5& 6)	KCA University
January 2008 – June 2008	CPA Part II (Section 3 &4)	KCA University
January – June 2007	CPA Part I (Section 1& 2)	KCA University
January – Dec 2006	KATC (Part I&II)	Technical University of Kenya

ACADEMIC QULIFICATION:

PERIOD:

QUALIFICATION:

INSTITUTION:

2013 – 2015	BCOM finance option (Second class upper division)	KCA University
2001 – 2004	K.C.S.E (B minus)	Ofafa Jericho High School
1993 – 2000	K.C.P.E (B+ plus)	KombiPrimary School

COMPUTERISED ACCOUNTING PACKAGES

- Proficient in Microsoft Office applications
- QuickBooks
- Sage
- Pastel
- ERP

FUTURE ASPIRATION

- I aspire to work in an institution where I will be able to relinquish my full efforts in achieving set objectives.
- I aspire to become a distinguished finance manager working towards improving my professional skills and surpassing client needs and expectations.

CAREER AND PERSONAL ATTRIBUTES

- Fluent in both verbal and written English and Kiswahili
- Team player with good leadership skills
- Ability to work under minimal supervision
- Ability to meet tight deadlines
- Self-starter
- Flexible

REFEREES:

<p>1. Mr. Joseph Osoro Senior Accountant Consumer Insight Kenya Cell: 0720579115 E-mail: josoro@ciafrica.com</p>	<p>2. Mr. NicholusThuo Credit Manager Gilgil Branch Equity Bank ltd Cell: 0713502240 E-mail: nicholus.thuo@equitybank.co.ke</p>	<p>3. Mr. Ibrahim Kaniu Manager Kenol Hospital Cell: 0711602255 E-mail: ibrahimkaniu@yahoo.com</p>
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