**Grace Kagendo Mwagire**

Telephone no: +254 714 547 363 Email: [gmwagire@gmail.com](mailto:gmwagire@gmail.com)

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| **Bio Data** | **Gender:** Female  **Date of Birth:** 24th March 1990  **Nationality:** Kenyan |

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| **Personal Profile** | Highly dedicated professional with aspiring progressive career, with over 3 years of experience. I have the ability to apply accounting knowledge to a diverse range of accounting issues. I am also able to drive out inefficiencies through process improvement and accounting procedures development of financial systems. Possessing excellent configuration skills and highly successful in helping define company direction and achieving goals. |

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| **Education** | |  |  | | --- | --- | | **2010 - 2013** | **CPA FINALIST** | | Strathmore University |  |  |  | | --- | --- | | **2005 - 2008** | **Kenya Certificate of Secondary Education**  Attained: Grade B- (Minus) | | St Anne’s Girls Secondary School |  |  |  | | --- | --- | | **1998 - 2003** | **Kenya Certificate of Primary Education**  Attained: 341/ 500 Marks | | Nyangwa Primary School | |

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| **Professional Qualifications** | * QuickBooks; Kilifi College of Accountancy |

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| **Skills** | * **Accounting Skills:** Knowledge of accounting and bookkeeping terminology and practices; Ability to understand and apply current accounting guidelines, system updates and revisions, and policy changes. * **Analysis and Numeracy**: Proficient at analyzing sets of accounts and financial reports. * **Communication Skills**: I am an excellent communicator who effectively conveys information both verbally and in writing. I am also a keen listener and gives prompt feedback. * **Analytical Skills**: Recognizes areas of weaknesses requiring improvements and makes recommendations to the management for consideration, approval and implementation. * **Teamwork**: Possess strong commitment to team environment dynamics with the ability to contribute expertise and follow any directives at appropriate times. * **Time Management:** Ability to prioritize work and manage time effectively. * **Planning and Organizing**: Ability to identify and prioritize activities and assignments, make necessary adjustments as required; foresee risks and allow for contingencies when planning. |

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| **Work Experience** | |  |  | | --- | --- | | **July 2013 to Date** | **Gospel Revival Centre - CDC** | | **Position:** Project Accountant – Compassion International Assisted Project  **Responsibilities:**   * Compiling daily financial records. * Keeping an update of the project’s financial statements. * Book keeping i.e. consumables and assets ledger books. * Financial planning. * Preparing monthly programmatic and financial activity reports. * In charge of the economic development of children and caregivers. * Preparing and implementing annual & supplementary budgets. | |  |  |  | | --- | --- | | **June - Aug 2012** | **CMC Motors Group Ltd** | | **Position:** Accounts intern  **Responsibilities:**   * Receiving cash payments * Banking cash collections * Placing orders for spare parts * Stock taking * Writing invoices to request for payments | | |

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| **Additional Information** | |  | | --- | | **Trainings**   * First Aid Certified by St. John Ambulance Kenya | | **Professional Trainings**   * Computer Packages at Intraglobal Training Institute. | |  | | **Hobbies and Interests**   * Reading, Travelling, Singing, Voluntary work | |

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| **Referees** | Pastor Shadrack Ndhuli  Christ Formation Chapel  P.O Box 655, Kilifi  Telephone no: +254 700 625 810  Mrs. Faith Muriuki  Nyangwa Secondary School  P.O Box 158, Embu  Telephone no: +254 728 613 366  Aileen Munga  Compassion International,  P.O Box 55379-00200, Nairobi  Telephone no: +254 720 236 233 |