**CURRICULUM VITAE**

**Name: Moses Mwaniki Muriuki**

**Address: P.O. Box 214 – 01000, Thika**

**Mobile Number: +254 712 505 077**

**+254 774 079 213**

**Email Address: mwanikimoses@gmail.com**

**Status Married**

**Age: 37 years**

**Career Objectives**

* To seek a challenging position in a suitable corporate environment where my current skill, knowledge and qualification will be an asset to the organization.
* A position in the accounting and management field where excellent analytical and technical skills can help to improve the company's profitability.
* Opportunity for career development will also be a priority.

**Personal Attributes**

* Capable of working well in a team
* Self-motivated and creative
* I can work for long hours with minimal supervision
* I like facing challenges and I feel motivated by meeting the targets
* Quick learner
* Flexible

**EDUCATION & PROFESSIONAL QUALIFICATIONS**

***PROFESSIONAL LEVEL***

***Kenya Institute of Management***

2009 March - 2010 March Diploma in Business Management (Upper Credit Pass)

2008 October – 2009 March Advance Certificate in Business Management(Upper Credit)

***Excel Institute of Professionals***

2007 CPA Part II (Section 3 & 4). Reffered

***Kenya College Of Accountancy***

2002 CPA Part I (Section 1 & 2) (Pass)

2000 KATC. Intermediate and Final (Pass)

Secondary Education: (1998) St. Joseph The Worker Secondary School

Grade C-

### ****Professional Strengths/Skills:****

* Good Interpersonal Skills
* Management Skills
* Data Analysis & Interpretation
* Good Debt Collector
* Proficiency in ERPs such as SBA, QuickBooks
* Ability to adapt to different situations/environments’
* Ability to Multitask
* Good supervisory Skills

**PROFESSIONAL EXPERIENCE:**

**THIKA SPORTS CLUB – GOLF AND SOCIAL CLUB**

**Position Held: Accountant**

**Duration: June 2016 – May 2017**

**Reporting to: Manager and Treasurer**

**Responsibilities:**

* Financial Reporting and preparation of Monthly and Annual reports
* Financial planning and analysis
* Preparation of budgets and cash flow projections
* Ensuring that the accounting records are properly filed and records are properly kept
* Recruitment of personnel by shortlisting and handing them over to the committee
* Monitoring and supervision of the accounts and front office staff
* Petty cash and cash flow management and monitoring.
* Liaison with the auditors and ensuring audit process is completed in the timelines set
* Golf sponsorships accounting including budgeting for the same
* Reviewing the ERP system (SBA Systems), implementing and exercing continuous improvement on the system for better accounting results.
* Stock management for both Bar and Kitchen stocks.
* Supplier reconciliations and follow-ups of accounts receivables
* Payroll Management for all staffs

**MO – ROYAL INTRERIOR DESIGNS LTD. – CONSTRUCTION COMPANY**

**Position held: Accountant**

**Duration: January 2016 – April 2016**

**Reporting to: Managing Director**

**Responsibilities:**

* Book keeping and financial analysis for audit
* Preparation of payroll and paying of casual and permanent employees
* Preparing daily, weekly, and monthly management reports
* Administrative and office duties
* Implementation of progressive internal and external control measures of the company
* Production management
* Invoicing to the Main contractor i.e. China Roads and Bridges Corporation

**SELF EMPLOYMENT - THIKA**

**June 2015 – December 2015**

* Selling of electronics and electrical goods in retail and wholesale
* Distribution and selling of Phillips products in Mount Kenya region

**KAMPALA COACH LTD – ELDORET HEADQUATERS – TRANSPORT COMPANY**

**Position held: Accountant**

**Duration: February 2013 –May 2015**

**Reporting to: Directors**

**Responsibilities**

* Verification of ticket books and cash summaries
* Preparation of periodic financial statements from source documents for management and audit.
* Producing management reports on a monthly basis for perusal by the management.
* Implementing checks and balances for the managers at the branches for proper control of their respective branches.
* Any other duty assigned by the management.

**OVERTIME MANAGEMENT AND TAX SERVICES LTD**

**Position Held: Stock Control Clerk & Data entry Clerk**

**Duration: October 2012 – February 2013:**

**Reporting To: Supervisor**

**Responsibilities**

* Stock taking for clients on every month basis
* Reconciliation of stocks for different clients and producing timely reports thereon
* Voluminous data entry work within strict deadlines
* Tax services for various clients i.e., P.A.Y.E, Turnover Tax, and V.A.T.

**Anglican church of KENYA - Thika diocese**

**Positions Held: Accountant Assistant at Diocesan Headquarters**

**Duration: March 2008 – November 2010:**

**Reporting to: Diocesan Accountant**

**Responsibilities**

* Preparing financial statements from source documents and coming up with required trial balance cash –flow statements, statements of comprehensive financial statements required for audit.
* Maintaining and Management of Payroll both for senior and subordinate staff
* Preparation and maintenance of financial statement for departments and donor funded projects e.g. Namratah Shah Children's Home
* Preparation of Statutory Deductions and paying them at the required date.
* Any other job assigned by the Management
* I was able to spearhead computerization of accounts office at the A.C.K. Thika Diocese

**Position Held: Institutional Accountant at Christian Industrial Training Center and St. Augustine Boys High School**

**Duration: January 2006 - February 2008:**

**Reporting to: Manager and the Principal**

**Responsibilities:**

* Preparation of Management reports attributed to the financial status of the schools
* Preparation of budgets for both institutions
* Payroll preparation and maintenance
* Preparation of all financial statements from source documents and coming up with the required trial balances, cash flow statements and comprehensive final accounts for auditing purposes

**January 2003 – September 2003: Computer Tutor at Christian Community Services - Mang'u Center**

**Reporting to: Program Co – coordinator**

**Responsibilities:**

* Training and teaching computer classes
* Assisting management in administrative duties
* I was also able to collect and recover debts from past students at C.I.T.C (40%) and Christian community Services( now Anglican Development Services) by 60%

**Other Responsibilities**

* Evangelist at A.C.K. Diocese of Thika June 2004 to January 2006
* Church Elder at A.C.K. St. Andrews Cathedral Thika for 5 Years
* Leader of Majengo Prayer Group where I was able to use my leadership skills, increased members from 40 t0 over 120 in 2 years
* Headed Mission and Evangelism Department at A.C.K. St. Andrews Cathedral for 5 years

**Previous salary Kshs 40,000**

**Referees**

**Agnes Karanja**

**Manager**

**Thika Sports Club**

**P.O. Box 257 - 01000**

**Thika**

**Mobile No: 0716 486 314**

**Mr. George Muhia Maina**

**Administrator**

**All Saints Cathedral Nairobi**

**P.O. Box 1096 – 01000,Thika.**

**Email:** [mainagm2010@gmail.com](mailto:mainagm2010@gmail.com)

**Mobile No: 0721 879 699**

**The Very Ven. Joseph KuriaWanyoike**

**Provost,**

**A.C.K. St. Andrews Cathedral Church Thika**

**P.O. Box 214 – 0100Thika**

**Mobile No: 0721 807 446**