Florence Njoki Njoroge

P.O. Box 466Kalimoni

0716 296 857 or 0735 208 875 | njorogeflorence89@gmail.com

# profile

A hardworking, ambitious, self-motivated and goal oriented lady; with good accounting and finance skills; good leadership and time management skills; honest, humble, efficient and effective. Looking to be part of a dynamic organization where I can apply my knowledge and skills towards the realization of its goals and objectives while at the same time ensuring personal development and gaining experience in the finance and accounting field.

# Education

Jomo Kenyatta University of Agriculture and Technology

Bachelor of Commerce (Accounting) 2012

Second class honors, Upper Division

Mugoiri Girls High School

Kenya Certificate of Secondary Education (K.C.S.E) 2008

Mean Grade of B-

Pleasant View Academy

Kenya Certificate of Primary Education (K.C.P.E) 2004

Attained 438 out of 500 marks

# PROFESSIONAL

Institute of Certified Public Accountants (I.C.P.A.K)

Certified Public Accountant (C.P.A) 2014

A Finalist after successfully completing Part III

# Experience

P.C.E.A Ruiru Sacco Society Limited Ruiru

Chief Cashier and Accounts Assistant February 2015 – To Date

* Appraisal and Approval of Loan application forms.
* Writing of cheques.
* Receipting of cash for payments by members.
* Issuing of dividends to members.
* Cash and Bank reconciliation.
* Receipting of cash and cheques received.
* Computation of amount of defaulted loans and the number of defaulters.
* Book-keeping in the Sacco.
* Entering of necessary data in the loan register.

City Walk Company

Data Entry Clerk January 2015-February 2015

* Preparation of accounting vouchers using Tally Solutions.
* Matching the purchase orders against the invoices through a process known as POAP matching.
* Checking out inventory account and ensuring that all raw materials entering the branch stores have been received through the system.
* Preparation of transaction report for the different branches on a daily basis and sending them to the supervisor for review.
* Ensured that payment documents are supported by all necessary documents like Invoice, delivery note, Goods received note and Purchase Order.
* Prepared daily sales and receipts reconciliation.

Crowe Horwath International E.A (Parker Randall) Nairobi

Audit and Assurance Intern July 2013-September 2013

* Auditing of Claims Review of Blue Shield Insurance Company LTD.
* Premiums debiting.
* Filing.
* Other clerical duties.

Visionary Empowerment Programme (VEP) Thika

Audit and Assurance Intern September 2012-December 2012

* Capturing of data using c7 system.
* Filling of bank statements.
* Preparation and balancing of group performance forms.
* Preparation of reimbursements and management of petty cash float.

Kenya Post Office Savings Bank (Postbank) Nairobi

Finance Intern June 2011-September 2011

* Reconciliation of accounts payable and receivable.
* Processing of payments.
* Cash and bank reconciliation.
* Coding, capturing and cross checking bank transactions.
* Imprest and petty cash management and general customer care duties.

# REFERENCES

**Mr. Richard Odhiambo**

Head of Debtor’s Section,

Kenya Post Office Savings Bank,

P.O Box 30311-0100, Nairobi.

Mobile: 0721399744

Email: odhis2005@yahoo.com

**Ms Khadija Abass Mohamed**

Accountant,

National Hospital Insurance Fund

P.O Box 13392-00100, Nairobi

Mobile: 0723576930

E-mail Address: kabass@nhif.or.ke

**Ms. Florence Wanjiru Mwangi.**

Finance Officer,

Family Bank Ltd-Meru Branch

P.O Box 154 Thika.

Mobile: 0710492975

E-mail Address: wanjiruflorence10@yahoo.com