

CURRICULUM VITAE

PERSONAL INFORMATION

NAME: MURAGU PAUL CHEGE
PASSPORT NO: A1216660
AGE: 36 YEARS
MARITAL STATUS: MARRIED
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RELIGION: CHRISTIAN
LANGUAGES: ENGLISH, SWAHILI



WORKING EXPERIENCE

Organization: Pivot Works Limited -A Waste Enterprisers LLC USA member

Duration: November 2013 -To date

Position: Administration ,Relationship and Logistics Manager

Duties & Responsibilities

○ Accounting & Finance responsibilities

- Supervision of day to day of accounting and personnel staff.
- Performs the reconciliation on Bank statements, inter - company accounts and owners accounts.
- Verifying documents evidencing disbursement of funds as to authenticity & adequacy of required supports.
- Ensure timely and accurate preparation of the company's tax returns and other statutory deductions as well as submission to the relevant authorities.
- Review of specific grant expenditures against set timelines and milestones.
- Preparation of quarterly management reports and annual financial statements for audit.
- Development of accounting and operations manuals and policies.
- Training of staff in accounting tasks and human resource management.

○ **Relationship Responsibilities**

- Liaison with the City of Kigali ,Government departments on licensing ,standards and operation in sanitation and water.
- Pitching the concept and fuel to industrial consumers and organizations.
- Liaison with funders, holding company ,banks, lawyer, insurance company and other external associates.

○ **Administration Responsibilities**

- Day to day management of administration of office and site personnel.
- Human resource management manuals and operations policies development.
- Oversight on site occupational safety and health issues as per policies.
- Quarterly staff evaluations and interviews.

○ **Logistics Responsibilities**

- Liaison with engineering department on equipments ,materials for purchase locally, regionally and internationally.
- Sourcing for suppliers, customs agents and transporters for inward shipments.
- Working with customs agents to get pre-costing tabulation, clearing the cargo and finally doing a final cost resume and lessons learnt reports.
- Liaison with revenue authority and company auditors on tax refunds on imported capital equipments.

Organization: Compliance Outsourcing Services Limited

Duration: July 2011 –November 2013

Position: Business Development Officer

Duties & Responsibilities

○ **Accounting responsibilities**

- Product and service costing.
- Credit control policy and management

- Procurement local and international
 - Preparation of quarterly and annual budget and variance analysis
 - Preparation of final accounts for audit
 - Day to day management of the accounting functions and personnel
- **Sales administration responsibilities**
 - Product and service sales and marketing strategy drawing and implementation
 - Product marketing and sales.
 - Products performance training, warranty and after sale management
 - •Recruitment, training and day to day management of direct sales teams.

Organization: Brazafric Industries Limited (EA)–Hospitality & Logistics (Reassignment)

Duration: April 2007- June 2011

Position: General Manager -Small Machinery and Hospitality solutions

Duties & Responsibilities:

- Management of hospitality equipment and small machinery products sales regionally.
- Development of group operations and procedures manual and implementation regionally.
- Management of accounting departments regionally
- Overseas order placement, regional stock movement management
- Regional accounts consolidation and budget preparation and cost control implementation.
- Liaison with regional managers, auditors, bankers and overseas suppliers.

Organization: Brazafric Enterprises Limited (EA) – Coffee & Grain processing

Duration: May 2006- March 2007

Position: Senior Accountant

Duties & Responsibilities:

- Management Accounts, Budgeting and forecasts preparation
- Product costing, stock management and overseas order placements.
- Final Accounts and regional offices accounts preparation & consolidation

- Assets register management
- Inter regional offices accounts reconciliations.
- Day to day management of accounting staff and operations
- Liaison with lawyers,insurance,overseas suppliers, bankers regional offices

Organization: M A Bayusuf Group of Companies -Bayusuf Grain Millers Ltd & Unistar Auto Parts Ltd

Duration: February 2002 -April 2006

Position: Finance & Operations Officer

Duties & Responsibilities:

- Relationship management with bankers, suppliers and clients.
- Products/services costing, sales and stock management and overseas order placements.
- Final Accounts preparation.
- Assets register management
- Day to day management of accounting staff and operations
- VAT Refunds computations and filing.

KUGURU GROUP OF COMPANIES

Organization: Softa Bottling Limited –Soft Drinks Manufacturing

Cateress Milling Limited – Grain milling

Duration: Jan – December 2001:

Position: Accountant –Pastel Accounting System

PROFESSIONAL QUALIFICATIONS

- ❖ CERTIFIED PUBLIC ACCOUNTANT II Sec 3
- ❖ CERTIFIED PUBLIC ACCOUNTANT I
- ❖ KENYA ACCOUNTING TECHNICIANS CERTIFICATE

COMPUTER OPERATIONS & OTHER COURSES

- ❖ **MS SUITE:** MS Word, Excel, Access, Power Point, Outlook
- ❖ **ACCOUNTING & PAYROLL:** Quick Books, Pastel, Accolade, Sage, Pay pack, Paymaster.
- ❖ **TEAM & PROJECTS APPLICATIONS:** Asana & Google gnat Documents
- ❖ **WORKPLACE SAFETY:** Occupational safety and Health Certificate.

PERSONAL ATTRIBUTES

- ✓ A honest people person that thrives in relationship management.
- ✓ Determined and persistent
- ✓ Time conscious and results oriented.
- ✓ Experiments and follows through.

REFREES

1. Obed Wachira

Partner

RUMA Certified Public Accountants

Rwanda

Tel :+250-788-683-226

2. Marcos Brandalise

Managing Director/Chairman

Brazafric Group of Companies

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3. Peterson Mukuha Mwangi

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