

CURRICULUM VITAE

MAUREEN WANGUI NJUKI

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P.O BOX, 57512-00200, NAIROBI

Year of birth: 1987

Nationality: Kenyan

Marital status: Married

Gender: female

Language: English, Swahili

Email: maureenjuki@gmail.com

Career Objective: To make a positive change in the society by putting in practice the knowledge and experience acquired to industrialize the society

EDUCATION BACKGROUND

2012- 2014: KIFE SCHOOL OF BUSSINESS STUDIES

COURSES

- **CPA PART 1, 2 & 3
PASS**

2006: Kenya accounting technicians certificate (KATC)

Intermediate Level Grade: Pass

Final Level Grade: Pass

2002-2005: DR. KAMUNDIA GIRLS SECONDARY SCHOOL

Kenya Certificate of secondary school education

Grade: C+{plus}

1991- 2001: IHITHE PRIMARY SCHOOL

Kenya Certificate of primary school education

Grade: pass

PROFESSION QUALIFICATION

2008 {COMPUTER STUDIES}

MICROSOFT OFFICE

QUICK BOOKS

E-MAIL AND INTERNET

WORK EXPERIENCE.

2009- AUG 2015 P.B.K SUPERMARKET LTD

POSITION: ACCOUNTANT

DUTIES

- Ensure statutory requirements have been deducted correctly and submitted in time
- Innovate, create, improve and implement internal controls for safeguarding company assets and cash.
- Keying in accurate data into the system (quickbooks) and balancing the creditors report for payments.
- Ensure statutory audits are done in time, by providing the management accounts and books of records to the auditors.
- Ensure accuracy in financial data by maintain the petty cash, issuing invoices and receipts to the customers.
- Settling financial queries with suppliers and customers

2008: MIDSUN ENTERPRISES

POSITION: ACCOUNTANT ASSISTANT

DUTIES

- Preparing Primary Books of Accounts
- Filling of VAT returns and submission of statutory returns
- Preparing reconciliation for bank statements, creditors and debtors
- Dispatching, receiving and making of payments on invoices
- Making payments to casuals
- Maintain petty cash
- Preparing salary for permanent staff.
- Making banking of cash and cheques in time

CURRENTLY: BRAEBURN SCHOOL LTD

POSITION: ACCOUNTANT ASSISTANT

DUTIES

- Reconciliation for creditors statements and making payments
- Maintain petty cash & reconciling it on daily basis
- Preparing monthly deductions and sending them to payroll department on time
- Collecting cash & cheques, receipting and preparing the bank deposit for banking
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LEADERSHIP

SECONDARY SCHOOL

- Secretary Mathematics Club
- Treasurer Christian union
- Prefect laboratory

HOBBIES

Music, Playing football, socialization

GOAL AND ASPIRATIONS

To make substantial contribution to the growth and development of the society as a whole

To attain all the achievements God has for me through hardworking, perseverance, faithfulness and commitment.

To attain the highest knowledge and expertise in my area of specialization

To be a man of integrity in the society

REFEREES

- 1 **Mr. kamau**
Director
p.b.k supermarkets.
Mobile: 0724822410

- 2 **Mr. mureithi**
Director
Midsun enterprises
0722872297

3. **Mrs. Florence**
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