curriculum vitae

Ann wanjiku kariuki

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| **Personal Data** | Nationality:  Date of Birth:  Postal Address:  Tel. Number:  E-mail address: | Kenyan  1984  P.o Box 7317 -00300-Nairobi  0722-617929  ann2007k@yahoo.com | | |
| Professional Objective | A challenging position that will capitalize on my extensive background within the Bookkeeping and Accounting industry and that will provide an opportunity to contribute to the goals of the organization. | | | |
| **Professional**  **Qualifications&**  **Academics**  **Working experience**  **ICT SKILLS**  **work**  **Achievements**  **Other Skills**  **Salary Expectations** | **2013-2013 Royal School of Business**  CPA-K  **2003 – 2008 Visions Institute of Professionals**  KATC I- II& CPA I-V  **1999 – 2002Gatanga CCM Secondary School**  Kenya Certificate of Secondary Education.(C+)  **1991-1998 Eastleigh Primary School**  Kenya Certificate of Primary Education  **August 2015 – November 2015 : Mullardfire protection Ltd**  **Accountant.**   * Debtors and Creditors reconciliation. * Debt collection. * Bank reconciliations. * Filling N.H.I.F, P.A.YE& N.S.S.F RETURNS. * Payroll preparation. * On line filling V.A.T returns & Withholding taxes & reconciliation. * Verification and posting of data in Quick books. * Preparation of Debtors & Creditors aging Analysis. * Receiving, verifying invoices and writing cheques for suppliers. * Petty cash management and analysis. * Processing of travel imprest and receiving and posting of surrender forms. * Any other duty allocated.   **Jan 2013–Dec 2013: Viva Afya Ltd**  **Assistant Accountant.**   * Petty cash management and analysis * Bank reconciliations. * Filling N.H.I.F, P.A.YE& N.S.S.F RETURNS. * Payroll preparation. * Filling V.A.T returns. * Debtors & Creditors reconciliation. * Conduct stock take, compare the balances and reconcile the differences. * Assist in preparation of financial reports. * Processing of nurse locum (wages and salaries). * Ensure bills are received and paid on time. * Ensure accounting documents and records are properly filed and easily accessible. * Data verification and posting of data in pastel   **March 2012- July 2012 : John Willis & Associates**  **Audit Trainee.**   * To evaluate the internal control systems and advice on the weakness. * To examine the accounts and determine their accuracy and reliability * To obtain clarification from clients in regards to their accounts * To check clients operations and agree them with the companies policies and procedures. * To ensure proper books of accounts have been kept and prepare financial statements. * To check and determine any errors and frauds in the accounts   **July 2007 – March 2009 : Lex +Africa**  **Accounts Assistant/ Administrator**   * Bank reconciliations. * Petty cash posting and analysis * Preparation of statutory deductions. * Placing orders for the company and ensure they are delivered. * Receiving of suppliers invoices verify, post, prepare payment vouchers and writing of cheques. * Booking weekly shipment, prepare packlist & proforma invoices for the shipment. * Preparation employees work sheet and prepare payroll.   **Dec 2005 – July 2006: Internship at Kenya Civil Aviation Authority & Kenya Technical Teachers College**  **Accounts clerk**   * Writing of payment vouchers. * Posting of invoices in the system. * Bank reconciliation. * Updating and maintaining fixed asset register. * Preparation of imprest and surrender form. * Filing of VAT Return.   **Window packages**:   * Certificate in computer application packages   **Accounting packages**   * Pastel * Quick books. * Dansoft (ERP system * Having worked with John Willis, I played a major role in the auditing of companies among them Sue natural products, Kalimbula investments squatters Ltd, Dafton Ltd and New era properties Ltd. I was involved in all process from collection of information and documents, sorting them, preparation and presentation of audited financial reports. During this time I assisted sue naturals products in establishing and maintaining proper books of accounts. * On the other hand working at Lex+ Africa as an Accounts Assistant/ administrator I was involved in the implementation of the company accounting systems. * Ability to work in a team * Flexible & easily adaptable to changing working conditions * Ability to prioritize tasks and meet deadlines * Good interpersonal skills. * High degree of integrity. * Goal oriented. * Strong planning, organizational &analytical skills.   Between Kshs 35,000-45,000 | | | |
| Referees | Mr. RICHARD MWATHI  aCCOUNTANT  LEX + aFRICA  0720-377 678 | | mr.gEOFREY ONSONGO  CHIEF ACCOUNTANT  VIVA AFYA HEALTH CLINICS  0720 325 843 | gIDEON mUANGE KAMAU  Chief accountant  MULLARDFIRE PROTECTION  0724 991 068 |