**MAROA CHARLES MWERA**

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**PROFILE SUMMARY**

* Am dedicated accounting professional with a Bachelor degree in finance and banking option from MOI University. I have gained knowledge in preparing financial reports, accounting and financial management standards, preparing accurate and timely reports and general ledge operations.

**KEY SKILLS AND COMPETENCIES**

* Detail-oriented, efficient and outstanding knowledge in accounting and financial management system and procedures.
* Strong analytical and problem solving skills, with the ability to make well thought out of decisions.
* Excellent written and verbal communication skills.
* Good time-management skills with strong organizational capabilities.
* Ability to analyze and interpret complex financial data.
* At 2 years progressively responsible experience in the accounting and financial management.
* Full knowledge of Generally Accepted Accounting Principles (GAAP). And the Generally Accepted Accounting standard (GAAS).
* Intermediate to advanced experience with MS Word and Quick Books.

**EDUCATIONAL BACKGROUND AND PROFESSIONAL QUALIFICATIONS**

2012-2016

Degree in business management

Moi university Eldoret main campus.

2014-2015

Certified public accountant (CPA)

Moi university examination Centre (KASNEB)

2012-2013

Computer packages and quick-books

The Pillar Computer College Kehancha

2007 – 2011

Kenya Certificate of Secondary Education

St. Joseph’s Ntimaru Secondary School

1999-2006

Kenya Certificate of Primary Education

Motarakwa Primary School

**ATTAINMENT**

Degree in Business Management

Finance and Banking, with first class honors.

Computer package and quick-books

Awarded a Pass.

Kenya Certificate of Secondary Education (KCSE)

B+ 72 POINTS out of 84.

Kenya Certificate of Primary Education (KCPE)

272 MARKS out of 500 Marks.

**PROFESSIONAL TRAINING**

CPA part ONE (Section one and section two) PASS

CPA part TWO (Section three and section four) PASS

**PROFESSIONAL EXPERIENCE**

1. 2015-2016

Position -Accounting assistant/ finance (intern)

TAIFA SACCO LIMITED SOCIETY

**DUTIES AND RESPONSIBILITIES**

* Preparing reports and organizing clients’ information as well as ensuring reconciliations are done correctly and stayed within budgets by staff.
* Implementing procedures, risk management and internal control.
* Entering client data into organizational data base and other clerical duties.
* Help with bank statements reconciliation, as well as accounts payable and receivable.
* Maintain an organized and well documented and sequential filing system for all payment and petty cash vouchers.
* Carrying out the return these included the tax- return done monthly.

1. March 2015- April 2015

Position – clerk

IEBC

1. January 2012- March 2013

Position- School accounts clerk

ST. JOSEPH’S SECONDARY SCHOOL

**WORKSHOPS ATTENDED**

2014: Devolution and Leadership workshop (Moi University)

2013: Business Decision Making with Cases Workshop (Moi University)

**AREA OF EXPERTISE**

Am good in the following fields:

* Advanced financial accounting and reporting
* Accounts preparation
* Payroll
* Auditing
* Tax return

**CAREER DRIVES AND OBJECTIVES**

* Ability to offer sound advice on both the long and the short term financial and investment decision
* Ability to work independently and meet the strict deadline
* To be able to relate well and closely with board members, top management and the subordinate staff.
* To be person of high level of personal drive, mature and presentable.

**HOBBIES**

* Traveling
* Reading
* Watching

**REFEREES**

**Mr. Mirumbe Daniel Gichere**

The Principal

Kehancha Mixed Secondary School

P.O BOX 172-40413

Kehancha

0712828680/ email [mirumbedaniel@gmail.com](mailto:mirumbedaniel@gmail.com)

**Mr. JP Waruing**

The Regional manager Taifa Sacco limited

Nyahururu branch

P.O BOX 1649-10100

Nyeri

0723851823/ email [waruing12@gmail.com](mailto:waruing12@gmail.com)

**Mrs. Rosiline Riro Mwikali**

The Deputy Principal,

Sakuli girl’s secondary school

P. O BOX 45-40416

Kegonga

0716214626/ email [mwikalirosiline@gmail.com](mailto:mwikalirosiline@gmail.com).