**GEORGE GITUTHI WABUGA**

**P.O Box 706-01000 Thika.**

**Email; wabugageorge@gmail.com**

**Tel.0715 628 610**

PERSONAL PROFILE

I am ambitious, an eye for detail person who has developed a responsible approach to any task that I undertake, or situation that am presented with. I am excellent in working as a team to achieve a certain objective on time and with excellence.

### PROFESSION EXPERIENCE

Sep 2015- To date

**Strategic Pursuits Limited**

### Key ****Responsibilities:****

* Prepare tax returns, and ensure prompt payment
* Maintains accounting controls by preparing and recommending policies and procedures
* Prepare,examine and analyse accounting records ,financial statements and other financial reports to assess accuracy, completeness and conformance to reporting standards
* Maintain payroll data and process monthly payrolls
* Prepare payments by requesting disbursements and verifying documents
* Managed accounts payable and accounts receivable

2014-May 2015

**Alfajiri Company Limited**

### Key ****Responsibilities:****

* Managed accounts payable and accounts receivable
* Auditing of documents to verify accuracy of financial transactions
* Compute taxes owed andprepare tax returns , ensuring compliance with payment, reporting and other tax requirement
* Account and bank reconciliations
* Ensure that statements and records comply with rules and regulations

2013-2014

**Royal Grill Caterers**

### Key ****Responsibilities:****

* Inspect account books and accounting systems to keep up to date
* Ensure that statements and records comply with rules and regulations
* Prepare payments by requesting disbursements and verifying documents
* Maintain customer confidence and protect operations by keeping financial information confidential
* Preparing statutory accounts
* Managing petty cash transactions
* Managed the store

July 2011—may 2012

**Jambo African Dishes**

* Store keeping
* Review and process expense reports
* Prepare Journal entries
* Assist in preparing budgets and forecasts

**EDUCATION BACKGROUND**

**Summit Institute of Professional’s**

* CPA part 2 $ 3 –pass

January 2011-february 2011

**Reward Institute of Professionals**

* Quick Books, Sage, Pastel **–**Distinction

**2009– 2010 Excel Institute of Professionals Thika**

* CPA part 1-Pass

**2005 -2008 Murang’a High School**

* Kenya Certificate of Secondary Education-B plain

**2000-2004-Thika Dam Site Academy**

* Kenya Certificate of Primary Education -356 marks

**HOBBIES**

* Travelling
* Reading

**REFEREES**

1. Mr. Charles Otieno

Alfajiri Company Ltd.

P.o Box 6804 Nairobi

Tel. 0727 409 666

1. Ms Rahab Waririkiri

HR-Strategic pursuits Ltd

P.o Box 27405-00100

Tel 0726 124 370

1. Mr Anthony Muteria

World Vision

0727 679 792