

CURRICULUM VITAE

Personal profile:

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DATE OF BIRTH: 26th January 1988

Career Objective

To apply my accounting and finance knowledge and experience with the intent of acquiring a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

Professional Qualifications

May 2011- June 2013 **STRATHMORE UNIVERSITY**
Bachelor of Commerce Double major - Accounting and Finance

June 2006 – June 2009 **STRATHMORE UNIVERSITY**
CPA graduate.

Educational Background

June 2006 – June 2013 **STRATHMORE UNIVERSITY**
Bachelor of Commerce – Accounting & Finance major (Second Class – Upper)
Certified Public Accountants (C.P.A.)

2002 – 2005 K.C.S.E mean grades A-
1994 – 2001 K.C.P.E mean grades B+

Working Experience

Dec 2012 to date Accountant / Credit controller Wilken Group Limited

Responsibilities:

- Group payroll maintenance and processing and monthly returns remittances i.e. KEBs, VAT, PAYE and DIT levies.
- Supplier and customer credit terms negotiations and approvals of bid analysis.
- Daily and weekly reports production pertaining receivables collection projections, cash position and cash flow forecasts.
- Monthly reports production i.e. management accounts, budgets and actual performance analysis and notes to the accounts.
- Managing monthly reconciliations of receivables, duties & taxes and bank accounts.
- Participation in budget preparation and internal controls implementation and day to day petty cash maintenance.
- Annual audits and productions of financial statements for audit and presentation to the board.

Achievements: Spearheaded the introduction and roll out of online payments across the group.

Feb 2012 to Nov 2012: Accountant at Gathani Ltd reporting to the Director

Responsibilities:

- Filling monthly returns and levies – VAT, PAYE, NSSF & NHIF
- Authenticating imports documents, processing and remittance of customs duty
- Procurement process data input and payables records and reports maintenance.
- Managing monthly reconciliations of receivables, duties & taxes and bank statements.
- Company payroll preparation and processing.

Achievements

Introduced online filling of taxes and duties

Dec 2009 to Feb 2012 Accountant Milele Nairobi reporting to the General Manager

Responsibilities:

- Preparation and presentation of final accounts
- Preparation of managerial reports
- Preparation and remittance of monthly VAT returns and Catering levy
- Preparation and maintenance of cash books and reconciliations
- Raising creditors payments
- Stock taking and maintenance of asset registers
- Provision of advice on financial issues

Achievements

- Introduced online filling of taxes and duties
- Computerized the accounting function via procurement of and implementation of QuickBooks accounting package

Nov 2009 to Dec 2009 Accounts assistant Milele Nairobi reporting to the Accountant

Responsibilities:

- Monthly accounts preparation
- Preparation and maintenance of financial records and ledgers.
- Revenue reconciliation against all receipt records.
- Monthly bank reconciliation and bank correspondence.
- Petty cash management.
- Preparation of monthly sales reports and VAT input schedules.
- Daily reconciliation of business returns and approval of invoices for dispatch to clients

Oct 2009 to Nov 2009 - Accounts intern Milele Nairobi reporting to the Accountant

Responsibilities:

- Preparation of petty cash vouchers and petty cashbook
- Preparation of monthly sales reports and VAT input schedules.
- Bank statement and cashbook reconciliation.
- Normal clerical office work- filing

Extra-Curricular Activities

August 2005 Lawn Tennis (Participated up to District level)
2006–To Date Member of Strathmore Community Outreach Program (C.O.P)

Other certifications

13th May 2011: Hotel Accounting Techniques at Kenya Utalii College.
10th May 2008: Leadership development training sponsored by Barclays bank.
22nd Aug 2008: Certificate of facilitation by university of British Columbia.
21st Aug 2009: Certificate of facilitation by university of British Columbia.

Awards & Other capabilities

- Best KCSE candidate in Kathiani Boys High School, class of 2005.
- Licensed driver and holder of driving license, class BCE
- Spearheading the introduction of online payment processing at Wilken Group Ltd

Computer proficiency

- QuickBooks accounting package
- Sage Pastel accounting package
- Tally ERP accounting software
- Aren Software – payroll software
- Microsoft Office proficiency
- Linux OS know-how.

Languages spoken: Fluent English and Swahili.

Referees:

Name: Peter Maweu Mutiso
Occupation: Branch Manager, Barclays Bank Queensway Branch
Address: Box 14820-00800 Nairobi
Email: peter.maweu@barclays.com
Mobile: 0722-813 336 or 0788-433 795

Name: Meshack Mwangi
Occupation: General Manager
Email: meshmwa@gmail.com
Mobile: 0722-830 350 or 0787-141 155

Name: Bernice Mueni Kioko
Occupation: Human Resource Manager
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