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NAKURU-KENYA

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JOHN NJIHIA WANDERI

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| **profile** | |  | A budding accountant with technical accounting skills and an understanding of how to apply accounting and business knowledge. A person who is accurate and precise in all tasks, resulting in increased efficiency and successful problem resolution. An enthusiastic and motivated individual who is committed to a career in the accounting field | | | | |  |
| **KEY SKILLS AND EXPERTISE** | |  |   Ability to meet deadlines; by studying in the university, it has enabled me to meet deadlines while maintaining accuracy.    Enthusiastic, hard-working and eager to learn; where any new thing Learnt is highly appreciated.    By being the youth leader for GILGIL constituency I have been able to appreciate key organization values and how each and every one of it should be implemented.     By being the vice chairman of GILGIL ELMBAMA SACCO[a constituency based youth SACCO] I was able to sharpen my skills on how to best to handle clients and serving them well and deal with accounts.    Self motivated, outgoing, sociable, dynamic and goal oriented. | | | | |  |
| **Education** | |  | KENYATTA UNIVERSITY; B COM (ACCOUNTING OPTION) SEPTEMBER 2014 - PRESENT.(graduating in 2018 December)  MITI MINGI SECONDARY SCHOOL; KENYA CERTIFICATE OF SECONDARY EDUCATION (K.C.S.E)                                                                  FEBRUARY 2004    -    NOVEMBER 2007 | | | | |  |
|  | **Leadership** | | | |  | I am determined leader who has led various teams to achieving their desired goals. They include;     In MITI MINGI SECONDARY school, where I was the head the scout commander and the assistant games captain and led the school to achieving excellence in academics and sports.    Presenting accounting principles to students which enabled them to properly understand accounting issues.    Leading various group discussions given the duty to tackle dynamic accounting problems.    Being the accounting class rep, where I ensured that my students’ needs were met.    Being the chairman of the Young Youths in Gilgil district and constituency at large has boosted my leadership abilities.    Having worked with the NYS CIVIL COHORTS as a supervisor has boosted and upheld my discipline, commitment to services and performance . |  | |
| **work experience** | | |  | MAY 2016 – PRESENT      GILGIL ELMBAMA SACCO-VICE CHAIRMAN /CREDIT OFFICER      Work Done include;           Preparation of  cheques.           Payments of services.           Preparing bank reports           Confirmation of payment vouchers.           Payment of withholding tax and other statutory deductions.           Affirmation of loan credibility    MAY 2015 – SEPTEMBER 2016 –SUPERVISOR   NYS CIVIL WORK COHORTS  Work Done includes;           Making and reconciliation of work plans.           Verifying and Accepting attendance registers.           Receiving and tackling complaints.           Preparing reports for verification at the NYS GILGIL head office.           Organizing training sessions for the cohorts and authenticating training procedures.           Reconciliation of m-pesa statements    JANUARY 2012-AUGUST 2014  TEACHER MUGAA SECONDARY  Work done includes:          .Class teacher for form two          .Assistance games master         .Scouts teacher         .Mathematics and business teacher         .Assistance discipline master       JANUARY 2010-DECEMBER 2011 CARPENTRY TRAINER  LINKS INTERNATIONAL    Work done includes:           Preparation of carpentry training documents.           Offering carpentry and business training.           Reporting making and submission.      FEBRUARY 2008-AUGUST 2009 TEACHER AND ASSISTANT LAB TECHNICIAN  KAHUHO BOARDING SCHOOL       Work done includes:      .Assistance games master.      .scout teacher.      .Laboratory apparatus requisition reports preparation.     .Teacher taking chemistry, mathematics and business studies.     .Assistance discipline master. | | | | |
| **References** | | |  | Mr. Gabriel Mbuthia  Property Manager  OCCIDENTAL INSURANCE CO.LTD  Telephone: 0725794247  EMAIL:  gabsmbuthia@occidental-ins.com | | | | |

MADAM WANJIRU

NYS CIVIL WORK COMMENDER

GILGIL NATIONAL YOUTH SERVICE

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