***Curriculum Vitae***

**Joyce Wamaitha Mwai**

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| **Bio Data** | **Gender:** Female  **Marital Status:** Single  **Date of Birth:** 2nd  June 1987  **Nationality:** Kenyan |

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| **Personal Profile** | A result-driven professional with aspiring progressive career. I am self-driven, ambitious, innovative, analytical, a fast learner, and pride myself as a true team player with good interpersonal skills. I possess a great desire and drive to prosper in all work that I venture into. I desire to work within a challenging and rewarding environment, which will give me an opportunity to utilize my acquired skills, apply my academic knowledge that leads to both personal and organizational growth. |

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| **Education** | |  |  | | --- | --- | | **2011-2012** | **CPA – K (Section 1 to 6)**  Attained: Pass | | Vision Institute of Professionals |  |  |  | | --- | --- | | **2010** | **KATC (1 and 2)**  Attained: Pass | | Vision Institute of Professionals |  |  |  | | --- | --- | | **2003- 2006** | **Kenya Certificate of Secondary Education**  Attained: Grade B (Plain) | | Gatanga Girls Secondary School |  |  |  | | --- | --- | | **1995 - 2002** | **Kenya Certificate of Primary Education**  Attained: 369 / 500 Marks | | Ndurarua Primary School | |

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| **Skills** | * **Analytical Skills**: Recognizes areas of weaknesses requiring improvements and makes recommendations to the management for consideration, approval and implementation. * **Communication Skills**: I am an excellent communicator who effectively conveys information both verbally and in writing. I am also a keen listener and gives prompt feedback. * **Planning and Organizing**: Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner. * **ICT Competence**: Good command of Accounting Packages such as Sage Pastel QuickBooks and MS word, MS Excel, MS Access, PowerPoint, MS Windows. |

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| **Work Experience** | |  |  | | --- | --- | | **June 2014 - May 2016** | **Safepak Ltd, Nairobi**  **( Manufacturing Company)** | | **Position:** Account Assistant  **Responsibilities:**   * + Updating and generation of debtors analysis for both local and export customers   + Updating and generation of customer statements for both local and export customers   + Reconciliation local and export customers’ accounts   + Bank Reconciliation for current account, Dollar account and Japanese Yen account   + End month stock take for materials and finished products   + Filing of VAT returns using itax and Sales tax/ VAT reconciliation   + Maintenance of cashbook and posting entries to general ledger   + Debt collection and following up issues with customers   + Classification and posting of petty cash to the system.   + Processing and preparing remittances for suppliers’ invoices payment   + Costing of raw material imported to determine cost per unit of material   + Invoicing customers both local and export | |  |  |  | | --- | --- | | **Jan 2014 - June 2014** | **Value Pack Ltd**  **(Real Estate Company)** | | **Position:** Accountant \ secretary  **Responsibilities:**   * + Filling Returns such as tax returns.   + Book keeping by ensuring that all transactions are properly recorded   + Maintaining proper books of Accounts   + Maintaining cash and petty cash account.   + Maintaining good filling systems   + Secretarial Work and attending to clients’ needs   + Office management and organization | |  |  |  | | --- | --- | | **Jan 2013 – Dec 2013** | **Express Pioneer Supermarkets Ltd** | | **Position:** Accounts Clerk  **Responsibilities:**   * + Filling VAT Returns and Income tax Returns   + Maintaining proper books of Accounts   + Maintaining an up to date suppliers’ and purchases’ list   + Maintaining cash and petty cash account.   + Bank Reconciliation   + Preparing daily purchases order   + Overseeing cashiers’ and shop attendant duties | |  |  |  |  | | --- | --- | --- | | |  | | --- | | **Other Positions Held** | | **Jan 2008 – Dec 2009:** Director’s Personal Assistant Cum Secretary at **Archi – Tech Systems** | | |  | |

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| **Academic Achievement and Awards** | * Position 5 in KASNEB Exam overall * Position 1 in Vision Institute of Professionals * Position 8 in Cost Accounting KASNEB Exams |
| **Additional Information** | **Positions of responsibilities**   * 2011-2012: Treasure at Loki Zealous Movement (Christian based charitable organization)   **Affiliations**   * 2005-2006: Geography, Net Ball and Christian Union Member at Gatang’a Girls Secondary School.   **Hobbies and Interests**   * Travelling * Helping the poor |

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| **Referees** | **REFERENCE**  Ms. Jedidah Wairimu  Senior Accountant,  Safepak Ltd  Tel: **+254 724 609 919**  Email: jwdida2000@Yahoo.com  Mr. Joe Wachaga  Director,  Value Pack (K) LTD  Tel: +254 722 779 147  [wachagajoe@gmail.com](mailto:wachagajoe@gmail.com)  Nelly Njeri Thiru  Senior Accountant  Tel: **+254 720 643 178**  Email: [amnellius@Yahoo.com](mailto:amnellius@Yahoo.com) |