***Curriculum vitae***

**Ann Wangui Njaramba**

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| **Bio Data** | **Gender:** Female  **Marital Status:** Single  **Date of Birth:** 27th December, 1990  **Nationality:** Kenyan |

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| **Personal Profile** | I am a highly dedicated professional aspiring for a progressive career in driving efficiencies through process improvement, development and implementation of relevant finance and accounting procedures. I desire to work in a highly competitive and dynamic organization that allows me to collaboratively work with others in creatively and efficiently responding to current and future financial and accounting requirements. |

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| **Education** | |  |  | | --- | --- | | **2012 - 2013** | **CPA II** | | KASNEB |  |  |  | | --- | --- | | **2011 - 2013** | **Bachelor of Commerce, Finance Option**  Attained: Second Class Honor’s, Upper Division | | Mount Kenya University |  |  |  | | --- | --- | | **2006-2009** | **Kenya Certificate of Secondary Education**  Attained: Grade B-(Minus) | | Kangubiri Girl’s High School | |

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| **Professional Training** | * **March - June 2010:** Certificate in Computer Applications Quick books,sage pastel, Navision andKranium Systems atPioneer Computer College |

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| **Skills** | * **Financial Skill:** Measuring and managing financial risks through developing and implementing relevant risk management strategies and processes. * **Accounting Skills:** Knowledge of accounting and bookkeeping practices; Ability to understand and apply current accounting guidelines and standards * **Corporate Financing**: Working knowledge of how to assist organizations in getting funding necessary to support and expand business operations. * **Communication Skills**: Good communication skills both verbal and in written. * **Analytical Skills**: Recognizes areas of weaknesses requiring improvements and makes recommendations for consideration, approval and implementation. * **Planning and Organizing**: Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner. * **Core Values**:Discipline, hard work, honesty, respect for all and integrity |

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| **Work Experience** | |  |  | | --- | --- | | **Aug 2015 to SEPT 2016** | **Hudson Furnishing** | | **Position:** Accountant  **Reporting to:** Director Hudson Furnishing  **Direct reports:** Sales Team 10  **Responsibilities and achievements**   * Enhanced the revenue recognition, analysis and forecasting processes and this improved the organizations reporting system. * Reviewedprocess controls hence reducing the chain of command and successfully implemented an ERP system which improved the preparation of financial reports and payrolls. * Efficiently managed the petty cash within budget for the whole year and this improved the cash flow of the organization significantly. * By converting all accounting procedures and quotations to an electronic form, we enhanced access of information by all departments and this resulted in timely decision making and reduced operating costs owing to the reduction in printing and associated costs. * To ensure accuracy of financial statements, introducedpreventive and corrective measures that helped in prevention of accounting errors whether major or minor. * On external audit it was a success since all the books of accounts were ready and it was easy identifying monitoring and continuous audit rules, determining the process' frequency, following up and Communicating results and they were no major observation. | |  |  |  | | --- | --- | | **2014- April 2015** | **Kavili & Company Certified Public Accountants** | | **Position:** Accountant  **Reporting to**: Chief Accountant  **Responsibilities:**   * Converted the paper accounting system into electronic that is quick books, resulting in increased efficiency in preparation of financial reports. * Ensured adherenceof all statutory returns requirements as provided for in the hence no penalties were ever incurred by the organization during my tenure * Reviewed the completeness and accuracy of monthly, quarterly and annual financial reports which facilitated accurate and efficient flow of the audit process * Efficiently managed the SACCO’s books of accounts which involved book keeping and the resultant reconciliations**.** | |  |  |  | | --- | --- | | **2013 - March 2014** | **Gertrude’s Garden Children’s Hospital** | | **Position:** Assistant Accountant Payables  **Reporting to**: Payables Accountant  **Responsibilities:**   * Through enhanced collection processes and procedures, managed to reduce time in the receivable cycle from one month to two weeks. * Through accurate invoicing process, managed to secure timely settlement of payments. * I was able to meet a 30day deadline on processing of invoices and as well post the invoices in QuickBooks for payment processes. This enhanced the relationship with suppliers hence timely delivery of goods and services * Efficiently managed the petty cash within budget for the whole hospital and this improved the cash flow of the organization significantly. * Preparation of monthly expense reports, maintaining and managing fixed assets register. | | |

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| **Additional Information** | |  | | --- | | **Hobbies and Interests**   * Reading, Travelling | |

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| **Referees** | [Alex Mathu](https://plus.google.com/u/0/118215649275492860324?prsrc=4)  Manager, Centre of Excellence  Strathmore University  Telephone no:0731908790  mathu.alex@gmail.com  Caroline Kaburu  Operations Manager  Hudson Furnishing  Telephone no: +254 721 797 786  Irene Njuguna  Senior Accountant  Kavili& Co Certified Public Accountants  Telephone no: +254 725237191 |