**FRIDAH NYAMBURA MUIRURI**

**P.O BOX 460-00217**

**LIMURU**

**APRIL 20TH , 2017**

**TEL NO: 0723 752024**

**THE HUMAN RESOURCE**

**PROCTOR AND ALLAN**

**P. O. BOX 18218-00500**

**NAIROBI**

Dear Sir / Madam,

**RE: APPLICATION FOR THE POST OF AN ACCOUNTANT**

Kindly accept my application in consideration for a vacancy within your organization. I am a degree holder from Strathmore University for double major in both accounting and finance option and CPA K.

My experience in accounting extends over eight years in reputable companies to my last role of an accountant at Centre for Mathematics, Science and Technology Education in Africa (CEMASTEA). My achievements throughout my working experience span various functions; Cash management in the head office where I handled reimbursements for the branches, Cheques issuing and preparation of payments to suppliers, Bank reconciliation and Daily reconciliation of cash count, mpesa, gift vouchers. Capturing the assets and tagging them, stocks monitoring and participating in numerous stock taking exercises as a leader. Accounts payables where I have handled specialty payments and statutory payments i.e. VAT, Withholding Tax and Income tax. Deal with external and internal auditors and passing of ledgers and reconciliation of the major accounts.

My current salary is Ksh 85,895 the expected salary is Ksh 95,000 to 120,000 whiich is negotiable.

Attached is my resume to provide you with details concerning my qualifications and accomplishments. I would welcome a meeting to discuss our mutual interests and the results you can expect from me.

Thanking you in advance and looking forward to hear from you.

Yours Sincerely,

**FRIDAH MUIRURI.**

CURRICULUM VITAE

Fridah Nyambura Muiruri

P.O. Box 460-00217, Limuru

Email:[fridahmuiruri@gmail.com](mailto:fridahmuiruri@gmail.com)

TEL: 0723 752024

EDUCATION AND PROFESSIONAL QUALIFICATIONS

**JUNE 2016 STRATHMORE UNIVERSITY BACHELOR OF COMMERCE (DOUBLE MAJOR ACCOUNTING AND FINANCE)**

**JUNE 2010 PINNACLE SCHOOL OF BUSINESS CPA K.**

**NOV 2000 KAMBUI GIRLS’ HIGH SCHOOL KCSE**

**JUNE 2003 VISION CHRISTIAN COLLEGE** **Computer Packages, Quick books, ERP**

**System (Lawson), Storeline System.**

CAREEER OBJECTIVES:

To be part of a highly motivated professional team in Accounting, Finance, Audit & taxation in a growing and challenging working environment which will also make use of my experience and skills.

EMPLOYMENT BACKGROUND

## JULY 2016 TO SEP 2016: CENTRE FOR MATHEMATICS, SCIENCE AND TECHNOLOGY EDUCATION IN AFRICA

## POSITION: ACCOUNTANT

* Checking of the payment vouchers against cheques raised
* Posting the payment in the cashbook
* Reconciliations of the cashbook with the bank statements.
* Confirmation of the allowances paid and signed by teachers.

## 2013 TO MAY 2016: UCHUMI SUPERMARKETS LTD

## POSITION: ASSISTANT FINANCIAL ACCOUNTANT

* Preparation and filing of company’s VAT
* Preparation and filing of Catering Levy for the company
* Filing of the income tax return to KRA
* Calculation of Withholding VAT to our suppliers and issuing of Withholdingtax certificates.
* Monitoring Incomes from our specialty Partners.
* Reconciliation of Accounts and passing Journals.
* Leading in the Stock take exercise.

## 2012 TO 2013:UCHUMI SUPERMARKETS LTD

## POSITION: TREASURY ACCOUNTANT

* Monitoring of Agency banking transactions in the outlets.
* Reconciliation of cash movements in agency accounts.
* Assist in the disbursements of cheques to the suppliers in the cash office.
* Monitoring the petty cash in the main cash office.
* Issuance of travelling allowances to the staffs.

## AUG 2007 TO 2012: UCHUMI SUPERMARKETS LTD

## POSITION: ACCOUNTS ASSISTANT

* Reconcile revenue control totals
* Reconciliation of the sales and posting to sales ledger
* Reconciliation of Vat output
* Assist in the preparation of debtors’ invoices and their dispatch.
* Collection of cheques from debtors.
* Preparation of debtors aging analysis and sending the statements to debtors.
* Posting the cheque payments to the system and filing.
* Maintaining the working file for debtors.
* Assist in the monthly and year end stock takes.

## FEB 2007 TO JULY 2007: KAMAU & KIN’GAN’GI COMPANY LTD

## POSITION:AUDIT ASSISTANT

* Monitoring and supervising the Limuru branch.
* Vouching of receipts & payments vouchers, payrolls, etc,
* Writing of books of original entry and posting to ledgers,
* Reconciliation of cashbooks and checking bank statements for auditing purposes,
* Preparation of trial balance,
* Preparation of annual financial reports and statements,
* Drafting letters of observations and recommendations and other letters to our clients,
* Filing VAT and Income Tax returns and other tax matters at KRA for our clients among other duties.

## JAN 2003 TOJAN 2007: KIKAWA FINTAX SERVICES LTD

## POSITION: AUDIT ASSISTANT

* Physical cash counting for any discrepancies,
* Physical stock taking and report findings to audit senior,
* Vouching of receipts & payments vouchers, payrolls, etc,
* Writing of books of original entry and posting to ledgers,
* Reconciliation of cashbooks and bank statements,
* Preparation of trial balance,
* Preparation of annual financial reports and statements,
* Drafting letters of observations and recommendations and other letters to our clients,
* Filing VAT and Income Tax returns and other tax matters at KRA for our clients.

INTERESTS

* Watching Movies
* Socializing
* Community service and environmental work
* Travelling
* Reading novels.

REFEREES

**MARY N MUGWE,** **JOSEPH NGUGI WANGARI DAVID O ROGONCHO**

MANAGEMENT ACCOUNTANT INTERNAL AUDITOR CHIEF ENGINEER

NAIROBI HOSPITAL, CEMASTEA RURAL & URBAN ELECTRIFICATION,

NAIROBI. NAIROBI. NAIROBI.

TEL: +254 722 944855. TEL: +254 727 518200 TEL: +254 722 890181

EMAIL: [sandramugwe@yahoo.com](mailto:sandramugwe@yahoo.com) EMAIL: josengugi2012 @gmail.com EMAIL: drogoncho@yahoo.com