**JOHN H. THUKU GACHICHIO**

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**PERSONAL DETAILS**

**Year of Birth :** 1987

**Gender :** Male

**Nationality :** Kenyan

**Marital Status :** Married

**Religion :** Christian

**CAREER OBJECTIVE**

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

**EDUCATION AND PROFESSIONAL BACKGROUND**

**2011-October 2013** Bachelor of Commerce (Accounting option) at African Nazarene University (Second class honors-upper division)

**2008-June 2009** Rware College of Accounts – C.P.A (K)

**2006-2007** Meru Technical Training institute – C.P.A PART 1

**2001-2004** Chinga Boys High School.

KCSE (Kenya Certificate of Secondary Education)

**WORK EXPERIENCE**

**July 2015 – Present** Accountant – Paleah Stores Limited, Mwea

**Duties & Responsibilities**

* Analysis of the books,
* reporting to management,
* producing accounts,
* monitoring the performance of the department,
* auditing,
* Payroll processing
* Reviewing the adequacy of internal control systems.
* overseeing all tax and regulatory/compliance issues,
* contributing to decisions regarding financial strategy,
* ensure that accounts payable are paid in a timely manner,
* ensure that accounts receivable are collected promptly and ensure that periodic bank reconciliations are completed,
* asses the businesses risks and recommend the mitigation issues to minimize and eliminate the risks,
* recruitment and training of staff,
* preparation of management accounts and financial statements.

**July 2009 – June2015**: Accountant - Meru Technical Training Institute

**Duties & Responsibilities**

* Supervising staff in the Accounts department,
* Budget preparation and control,
* Preparation of Financial statements,
* Performance contract reporting,
* Filing statutory obligations to respective authorities,
* Payroll processing for support staff,
* In charge of revenue collection and credit control,
* Processing of supplier’s payments,
* Internal quality auditor based on ISO 19011:2002 standard,
* Updating Cash book, journals and other ledgers,
* In charge of petty cash,
* Performing Monthly bank Reconciliations and preparation of quarterly reports,
* Maintenance of students accounts in the institute’s database and ensuring they are up to date,
* Keeping a track on the expenditure of various institute’s projects which are funded by donors.

**SKILLS AND INTERESTS**

**Computer Skills**

Introduction to computer and Operating system, Microsoft Word, Microsoft Access, Microsoft Excel, Microsoft PowerPoint, Microsoft Disk Operating system, Adobe PageMaker, Internet & Email, Sage Accounting, Quick books, Mbio soft, Pastel Accounting and Peach tree.

**Other Skills**

Accuracy and attention to details, adaptability, self-management, and logical approach to problem solving, ability to work under minimum supervision, good all-round IT skills and openness.

**Languages**

English, Kiswahili and Kikuyu

**Hobbies**

Socializing, playing soccer, hiking, listening to music, cycling, computing.

**KEY COMPETENCIES**

* Ability to communicate effectively both verbally and in writing
* Demonstrated proficiency in computer application such as word processing, spreadsheets, data-base, email and utilization of the internet (Computer operator)
* Ability to work independently and as part of a team.
* Filing of documents

**REFEREES**

1. Mr. Cyrus Mureithi

HR Paleah Stores Limited

P.O Box 311-10303

Wang’uru - Mwea.

Mobile: 0721 321 519

1. Mrs. Susan K. Mwebia

Deputy Principal (Administration)

Meru Technical Training Institute

P.O Box 111-60200

Meru.

Mobile: 0724160444

1. Mrs. Pauline Mwirigi,

Lecturer Meru University,

Meru.

Mobile: 0721 876 741