***Curriculum Vitae***

**Mary Wambui Muriithi**

Telephone no: +254704370420 Email: [mwambuimuriithi@gmail.com](mailto:mwambuimuriithi@gmail.com)

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| **Bio Data** | **Gender:** Female  **Marital Status:** Single  **Date of Birth:** August 1991  **Nationality:** Kenyan |

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| **Personal Profile** | A detail orientated and dependable professional with over 3 years of experience, who has the ability to apply accounting knowledge and experience to a diverse range of financial issues. I am competent in the use of Pastel, Sage, Peachtree, Quick books and Microsoft excel. Skilled at developing and executing targeted business initiatives that drive growth and achieve organization objectives. I am seeking to work within a challenging and rewarding environment, which will give me an opportunity to utilize my acquired skills and apply my academic knowledge that leads to organizational growth. |

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| **Education** | |  |  | | --- | --- | | **2013 - Dec 2015** | **CPA K** | | KASNEB |  |  |  | | --- | --- | | **2013** | **Computer Packages** | | Nyeri Institute of Computer Studies |  |  |  | | --- | --- | | **2013** | **Computer Packages** | | Glory Computer College |  |  |  | | --- | --- | | **2007 - 2010** | **Kenya Certificate of Secondary Education**  Attained: Grade C+ (Plus) | | Kiburia High School | |

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| **Skills** | * **Accounting Skills:** Knowledge of accounting and bookkeeping terminology and practices; Ability to understand and apply current accounting guidelines, system updates and revisions, and policy changes. * **Financial Skill:** Measuring financial risks and then developing and implementing strategies to minimize that risk. Advising on the financial implications and consequences of business decisions. * **Analysis and Numeracy**: Proficient at analyzing sets of accounts and financial reports. * **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. * **ICT Competence:** Good command of Pastel, Sage, Peachtree, Quick books, Microsoft excel, Microsoft word, Microsoft access, Microsoft PowerPoint, PageMaker and Microsoft publisher, Internet and email. |

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| **Work Experience** | |  |  | | --- | --- | | **2013 to Date** | **Nairobi Salama Service Station - Oilibya** | | **Position:**Accountant  **Responsibilities:**   * Post customer invoices and receipts. * Reconciliation of stock, supplier accounts, customer accounts and back accounts. * Producing debtors/creditors ageing analysis (weekly). * Prepare payment vouchers and cheques. * Post supplier invoices and supplier payments. * Support in staff contract matters. * Pay and Follow up on all statutory payments. * Filing company record. * Update postdated cheques and loan schedules of the company. * Banking daily sales. * Paying the utility bills when they fall due. * Support in stock takes. * Post petty cash vouchers [routine]. * Raise petty cash vouchers and reconcile [routine]. * VAT Reconciliation [monthly]. * Intercompany Accounts. | | |
|  | |  |  | | --- | --- | | **Jan – Feb 2014** | **Maringa Mwaura & Associate** | | **Position:** Accountant  **Responsibilities:**   * Preparation of quarterly returns * Accounts reconciliation. * Preparation of vouchers. * Filling and good record keeping. | | |

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

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| **Referees** | Mr. David Muchiri  The Managing Director Nairobi Salama Service Station Tell: 0706 674 424  Mr. Maina  The Managing Director  Maringa Mwaura & Associate  Tell : 0721 754 025  Mr. Sam Karanga  The Transport Officer  Riley Services P.O Box 56152-00200, Nairobi  Tell : +254 714401870  Mr. Samuel Thaithi Chief Accountant  Chanus Enterprises Ltd Tell: +254 727860144 |