**CURRICULUM VITAE**

**ERASTUS KARIAMU NDUNG’U**

Date of Birth: 11TH SEPT 1990

ID : 28981926

P.O. BOX 84954-80100

MOMBASA.

TEL: (+254) 701407889

E-MAIL: erustuskariam@gmail.com

**CAREER OBJECTIVE:**

Seeking to work in an organization with challenging responsibilities and those calling for total dedication that would challenge my limits, expand my knowledge, and where my best financial skills will be utilized.

**EDUCATION:**

**Times Training Centre**

* Jan 2015-DEC 2015 CPA PART THREE ( SECTION 5 & 6)
* Jan 2014-Dec 2014 CPA PART TWO (SECTION 4)
* June2013-Dec 2013 CPA PART TWO(SECTION 3)
* Jan 2012-Dec 2012 CPA PART ONE (SECTION 2)
* Jun 2011-Dec 2011 CPA PART ONE (SECTION 1)

**TIMES TRAINING CENTRE (JAN-JUN 2012)**

* Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft PowerPoint Disk Operating System.
* Quick Books
* Sage

**MOI FORCES ACADEMY (2010)**

* Kenya Certificate of Secondary Education

**MAJI SAFI PRIMARY SCHOOL (2006)**

Kenya certificate of Primary Education

**SKILLS:**

* Pleasant personality.
* Excellent communication and writing skills.
* Proficient with computer packages such as Microsoft Excel, access, word, Power point, and Internet.
* Self motivated.
* Fast learner.
* Able to do various other duties as needed.

**INTERESTS / HOBBIES**

* Travelling.
* Volunteering Work.
* Swimming.

**LANGUAGES:**

* English
* Kiswahili

**WORK EXPERIENCE:**

**Shalin Gor & Company (Nov- 2015-current) QuickBooks accounting**

Accounting and Auditing

* Created and implemented audit procedures for our clients’ company audits from different industry.
* Conducted statutory audits for firms of different industries.
* Prepared financial statements for limited companies in manufacturing, construction, hotel & touring industry as well as partnership and sole proprietor accounts.
* Made adequate notes to the financial statement in accordance with the relevant IFRS.
* Reviewed audits conducted by audit trainee.
* Maintained on a monthly basis several companies’ statutory books of accounts, especially for the hotel industry. This includes implementing systems and policies to be followed by junior staff in their bookkeeping.
* Prepared monthly payroll for clients and made PAYE, NSSF, &NHIF returns and other statutory deduction.

Taxation

* Computed monthly Vat liabilities and made Vat returns to the Inland Revenue (I-TAX) for the book keeping clients.
* Computed annual corporate tax and individual tax as well as filling tax returns
* Calculate installment tax and informed clients of their due dates.
* Corresponding with Inland Revenue on tax matters on behalf of cli

**Accountant MAKUPA METALS LTD (Jan 2013 to Oct 2015) QUICK BOOKS**

* Invoicing of customers
* Posting of supplier invoices and making payments when due
* Vouching and posting Petty cash vouchers
* Stock take and stock reconciliation
* Preparation and processing of various journal entries related to general accounting
* Cashier
* Preparation of monthly P&L
* Filling of monthly returns
* Preparation of trial balance
* Vouching of petty cash
* Analyzing bank statement
* Preparation and submission of VAT & PAYE online.

**REFERENCE**

. 1. Mr. Maurice Odawa

Audit Manager,

Shalin Gor & Company,

Tel: +254724939721.

Email:okoth.maurice@yahoo.com

2. .Dickson Kibuu Njuki

Director,

Makupa Metals Ltd,

Tel: +254722416895

3. Mr. Joseph Muchiri,

The Principal,

Times Training Centre,

School of Accounting,

Tel: +254 722985609