**CURRICULUM VITAE**

**RUTH WANJIRU KINYURU**

**P.O. BOX 27909-00100 NAIROBI**

**TEL: 0725 521319/0725-323599**

**Email:ruthkinyuru@yahoo.com**

PERSONAL INFORMATION

* Year of birth: 1987
* Religion : Christian
* Nationality : Kenyan

CAREER OBJECTIVE

To uphold professionalism and integrity in discharging my duties and to be committed to the attainment of personal and organization goals.

**EDUCATION BACKGROUND**

**2015-2017: KCA University**

* Bachelor of Commerce Degree (Accounting Option).

**2008-2012: KCA University**

* Certified Public Accountant (CPA) Final.
* Accounting Technician Diploma (Formally KATC).

**2009:** Ms. Office and accounting packages.

**2003-2006: Kibutha Girls Secondary School**

Attained a mean grade of B – (minus) in Kenya Certificate of Secondary Education.

**1995-2002: Mukuria Primary School**

Kenya Certificate of Primary Education (347 Marks)

**WORKING EXPERIENCE**

**2014 to April 2017: Agba Motors Ltd, Position: Accountant**

**Duties and Responsibilities;**

* Preparing and submitting taxes such as PAYE, VAT, Instalments and withholding taxes in itax system.
* Preparing and submitting NHIF and NSSF statutory deductions and following up any claim.
* Prepare monthly staff payroll and submit to the bank for payment.
* To prepare annual financial statements, submit them to the external auditors and liaise with them for any post-audit review.
* Monitor expenditures, analyze revenues, determine budget variances, and report the same to the top management through monthly management report.
* Prepare monthly management accounts that highlight and recommend the way forward of all issues in the departments to the top management.
* To ensure all relevant insurance covers are renewed and following up on any claim.
* To carry out weekly reconciliation of paybill payments, Credit cards and RTGs and liaise with banks accordingly.
* Oversee the debt collection exercise.
* Oversee stocktaking and verification on a monthly basis.

**2013: Gemina Court Apartments, Position: Accountant**

**Duties and Responsibilities:**

* Handling of petty cash and payment vouchers.
* Preparing and submitting VAT, NSSF and NHIF returns.
* Ensure accurate and timely posting of data into the accounting system i.e. purchases, sales receipts and payments.
* Processing payments and ensuring accuracy and that all supporting documents are attached and appropriately approved.
* Updating and reconciling debtor’s accounts and payments.
* Timely and accurate preparation of invoices, debit notes, credit notes as well as filing them properly to ensure easy retrieval/reference.
* Maintain staffs records i.e. master roll, attendance register, leave records, and ensure they comply with company’s rules and regulations.
* Other duties as may be assigned from time to time.

**2012: Gikuru Kazibwe & Company, Position: Audit Assistant**

**Duties:**

* Handling of petty cash and payment vouchers.
* Preparation of invoices.
* Preparing and submitting NSSF and NHIF returns for clients.
* Examining clients’ books of accounts -Verifying supporting documents from which reports are prepared.
* Preparation of clients’ accounts and related workings.
* Clients’ VAT computation and remittance to KRA.

**ATTRIBUTES**

* Hardworking, committed and disciplined.
* Flexible, adaptable and able to respond efficiently to shifting priorities and designations.
* Able to face new challenges with enthusiasm.
* Innovative and energetic.
* Ability to work with teams with minimal or no supervision.
* Excellent interpersonal skills.
* Computer literate.

**HOBBIES**

Reading inspiration books, swimming, making new friends and travelling.

REFEREES:

1. Mr. Simon King’ori

General Manager

Agba Motors Limited

Mobile No.: 0722857039

Email:symsterling@gmail.com

2. Ms. Alice Ng’ang’a

Operations Manager

Gemina Court Apartments

Mobile No. 0725715550

Email: [ngangalice05@gmail.com](mailto:ngangalice05@gmail.com)

3. Mr. Joseph Muturi

Senior Auditor

Gikuru Kazibwe & Company

P.O Box 27909-00100 Nairobi

Mobile No. 0723-423065

Email:josephkabue@yahoo.com