**CURRICULUM VITAE** 

**Name: Mbuku Jones Wambua**

**Date of Birth:** 17th March 1984

**District of birth:** Kitui

**Identity Card Number: 24189866**

**Nationality:** Kenyan.

**Marital Status:** Married.

**Contacts:** Cell Phone: 0724 881 197

**Email Address:**

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mbukujones@yahoo.com

**Address** P.O Box 74594-00200

Nairobi

**Career Objectives**

My goal is to work with a strong and growing employer, who appreciates knowledge dedication, hard work and work to my level best to achieve the highest position in the field of finance going by the principle today's work be done today.

**Personal Attributes**

I am a hardworking person with strong organizational, technical and interpersonal skills, trustworthy, ethical, discreet and committed to superior customer service.

I am confident and poised in interacting with individuals at all levels, detail oriented and resourceful in completing work, able to multi-task efficiently and effectively.

**Working Experience**

**Safeway Energy Ltd (Dealers in Petroleum Products)**

**Chief Accountant**

June 2017 to Date

* Daily sales reconciliation and preparing reports
* Daily stock reconciliation
* Cash reconciliation & Banking
* Preparing monthly financial reports
* Debtors follow up
* Preparing payroll, deducting statutory deduction and remitting same to relevant authorizes
* Bank reconciliation
* Mpesa Reconciliation
* Monthly Vat preparation & remitting to KAR

**Primetech Industries E.A Ltd (**Manufacturers and Importers of Brake pads & brake lining)

**Chief Accountant/ Human Resources Admin**

Sep 2016-June 2017

**Duties**

* Doing monthly budget/forecast for the company
* Payment verification
* Reporting to the management on daily financial transaction
* Cash management
* Doing monthly report Debtor/Creditors
* Ensuring daily banking is done and reconciling the cash book
* Payroll verification and ensuring that all statutory deductions are made and submitted before due date
* Verifying monthly returns and ensuring that they are remitted before due date
* Maintain fixed asset register
* Preparing final draft accounts ensuring they conform to accounting standards and presenting same to external auditors
* Maintaining Employee Register on daily basis
* Maintaining employee leaves days
* Advising management on labor laws

**Double M Group of Companies /Two M Auto Tech (K) Ltd (**Dealers in motor vehicle body fabrication & transport)

**Accountant**

December 2010-Aug 2016

**Duties**

* Monitoring Internal Control Procedures of the Finance department, ensuring they are strictly followed. Every transaction must have sufficient support and authority to be processed.
* Managing fixed assets register, ensuring all assets acquired & disposed of are accounted for, providing for depreciation and evaluation to give a true value in final books of accounts, calculating capital deductions on assets and providing the same in tax calculation
* Managing accounts receivables and accounts payables; reconciling all data entry for trade creditors and trade debtors to ensure that it is done accurately and complete, drawing the edging balances for both trade creditors and debtors, preparing payments for trade creditors and collecting trade debtors due, following up bad debtors.
* Managing working capital; planning & preparing of the working capital budget, monitoring of cash flows, petty cash, and bank reconciliation and advising management on the best source of capital in a crash program.
* Payroll preparation, calculating all statutory deduction and remitting to the relevant authorities which include NSSF, NHIF, KRA & HELB
* Preparing financial report analyzing and checking accuracy, compliance with generally accepted International Accounting Reporting standards and company procedures presenting the same to the company Management and External Auditors.

**Mastermind Tobacco (K) Ltd**

**Assistant Accountant**

**Accounts receivables**

March 2010-November2010

**Duties**

* Reconciling Daily Sales Postings from local reports, and uploading the same from harvest plus system to SAP system
* preparing the daily sales report and forwarding same to senior accountant accounts marketing,

* training deport clerks on how to use harvest plus software, reconciling banking done from the deports with sales made in the system a real-time system

**Pepeta Limited** (Authorized Safaricom Dealer)

**Account’s clerk**

March 2007-February 2010

Doing all postings in QuickBooks system and forwarding the same to the accountant for further analysis.

**Specialized Skills**

I have 10 years all around experience in accounts work having started my career as an accounts clerk and currently holding a position of accountant

In my career, I have attained competence in various accounting software which includes:-

* Microsoft office
* Quick books (Accounting software)
* SAP (Accounting software)
* Harvest plus (Accounting software)
* Paymaster (Payroll software)
* Maple suit (stock control software)
* Auto man
* Arena payroll
* Cooperative Bank Jubo payroll

**Professional Qualification**

Jul 2014-Dec 2014 **Visions institute of professionals**

Pursued an accountancy course

CPA III Sec 5 (**pass)**

Jul 2008- May 2009 **Visions Institute of professionals**

Pursued an accountancy course

CPA II Section 3 & 4 (**pass)**

JUL 2004-DEC 2005: **Kenya College of Accountancy (KCA)**

Pursued an Accountancy Course

CPA I Sec 1 got exemption in CPA I sec 2

JUL 2004-DEC 2005: **Kenya College of Accountancy (KCA)**

Pursued an Accountancy Course

Kenya Accounting Technician Certificate (KATC)

(Intermediate and Final Level)

**Academic Qualification**

2012 -2014 **Moi University**

School of Business and Economics

Bachelor of Business Management Degree

(Finance and Banking)

Attained Second Class Honours (Upper Division)

2000-2003: **Kitui High School**

Attained a Kenya Certificate of Secondary Education

KCSE

1991-1999: **Tulia Primary School**

Attained a Kenya Certificate of Primary Education

KCPE

**Other course**

2009 AGU-2009 SEP **Visions Institute of professionals**

Holistic skills training (Attained certificate in soft skills)

**Extra Curriculum Activities**

Participated in music festivals

Participated in ball games (Football)

Participating in community work (street cleaning at Umoja II estate) Umoja Pamoja

**Hobbies**

Listening to music

Travelling

Reading

Watching Documentaries and world news

**Referees**

Martin K Nderitu Peter Muthengi Festus Musyoki

Manager Managing Partner NEMA

Two M Auto Tech (K) ltd Muthengi & Associates (CPA K) Nairobi

Cell no. **0722536587** Cell no. **0722527509** Cell no.**0722436518**