**DENNIS MUTHIANI MUTUNGA**

**P.O. Box 1227-90115, Kangundo**

**Tel: 0712286946**

**Email:** [**dmutunga2030@gmail.com**](mailto:dmutunga2030@gmail.com)

I am a committed Finance professional who is highly focused with a comprehensive knowledge and understanding of financial management and accounting practices.

My expertise lies in the ability to effectively interact with clients and vendors, identify and resolve complex accounting issues and develop innovative solutions to achieve financial management objectives. Also, I’m well versed in budget revision and reporting as well as business risk management.

My goal is to attain a Finance position in a competitive business environment that strives for total quality management and personal development.

**Personal Details:**

* Date of Birth: June 1989
* Marital Status: Single

**Education and Professional Qualification:**

* Bachelor of Arts in Economics - Mathematics and communication, University of Nairobi, 2014 (Second class honours upper division)
* Certified Public Accounting finalist.
* Kenya Certificate of Secondary Education, Pope Paul VI Junior seminary, Mean Grade B+, 2008

**Key Professional Skills:**

* Excellent accounting and finance knowledge and acumen
* Excellent knowledge in Xero, zoho accounting system and QuickBooks
* Knowledge in Aren payroll software
* Excellent computer skills (Ms Office, power point, emails and Outlook express).
* Ability to quickly learn new systems, processes and procedures.
* Ability to pay attention to details and report accurately.
* Excellent analytical skills
* Sharp reasoning and logical skills and should be able to identify the pros and cons of available solutions
* Excellent documentation, organizational and time management skills
* Ability to work under severe pressure and deliver to strict deadlines
* Capable of working to a high standard as part of a team committed to quality of service, yet able to accept responsibility for an individual contribution
* Good interpersonal and presentation skills ,ability to effectively manage his deadlines
* Admirable communication and interpersonal skills

**PROFESSIONAL EXPERIENCE**

**WERK – ACCOUNTING INTERN – July 2017 to date**

**Duties and responsibilities**

* Processing payments and ensuring that the necessary support documents are attached
* Posting all financial documents into QuickBooks and Xero accounting software
* Handling accounts payable and accounts receivable
* Ensuring N.S.S.F, N.H.I.F. and P.A.Y.E. returns are filed before due date
* Monitoring and reviewing outstanding invoices with prompt resolution of queries
* Assisting in preparation of bank reconciliations
* Filing, scanning and uploading all departmental documentation
* Support the Accounts Assistant in undertaking other departmental functions

**ALIGN MY CAR LIMITED – ACCOUNTING CLERK – April- June 2017**

**Duties and responsibilities**

* Posting all financial documents into zoho accounting software
* Ensuring N.S.S.F, N.H.I.F. and P.A.Y.E. returns are filed before due date
* Monitoring and reviewing outstanding invoices with prompt resolution of queries
* Ensuring financial records are maintained in accordance with accepted policy procedures

**Hobbies**

* Soccer
* Tennis
* Swimming

**REFEREES**

**Please feel free to contact the under mentioned in regard to my competence, work ethic, performance and / or any other aspect with respect to me:-**

**Eng. Joachim Mutua**

Lecturer

University of Nairobi

P.O Box 48575-00100, Nairobi

Tel: 0722692250 / 0733463445

**Email mutuajm@gmail.com**

**Dennis Wambua Mutunga**

Acquisition manager,

Chase Bank

P.O. Box 1651-90115, Kangundo

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**Mr. Benrodgers Mulewa**

Trainer and management consultant

Cutting Edge Solutions

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