

CURRICULUM VITAE

Personal Information

Name : Ndunda Pavel Mutua
Date of Birth : 16th March, 1990
Nationality : Kenyan
Gender : Male
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Career Objectives

To engage in a career that will allow for progress in terms of expertise, social-economic development, and innovation through exposure to new ideas for professional growth, as well as growth of the Organization.

Academic and Professional Background

2016 to date: Memon College
Association of Chartered Certified Accountant (ACCA)
2010 – 2013: University of Nairobi
Bachelor of Commerce (Accounting Option)
2006 – 2009: Mbooni Boys High School
Kenya Certificate of Secondary Education
1996 – 2005: Kibwezi Township Primary School
Kenya Certificate of Primary Education

Work Experience

December 2015 – February 2016: Contract – Dispatch Accountant
The Aga Khan Hospital Mombasa
Duties and Responsibilities

- Receiving and Sorting out patients invoices
- Dispatch of invoices to Corporate clients
- Receiving of payments and debt collection
- Allocating payments in accordance with customer remittances

January 2015 – November 2015: Data Entry Clerk – Kenya Private Sector Alliance

Duties and Responsibilities

- Data Entry in the system
- Self-care
- Filing

August 2014 - December 2014: Finance and Accounting Department

The Aga Khan Hospital Mombasa

Duties and Responsibilities

- Receiving and Sorting out patients invoices
- Dispatch of invoices to Corporate clients
- Invoice Allocation
- Receiving of payments and debt collection process
- Invoice Tracking and Posting Cheques
- Payment allocation to creditors and Reconciliation
- Preparation of Statements
- Petty cash and VAT application
- Stock take

July 2013 – December 2013: Attachment - Accounts and Finance Division

Kenya Forestry Research Institute

Duties and Responsibilities

- Preparation of payment vouchers
- Receipt of invoices and cash sales
- Preparation of bank reconciliation and cashbook analysis
- Examination of payment vouchers
- Maintenance of vote books
- Preparation of surrender vouchers and extracting monthly outstanding imprest

January 2013 – March 2013: Internship - Credit section (Finance)

East African Breweries Limited

Duties and Responsibilities

- Daily and month end reporting and account reconciliations
- Filing and Credit Control Administration
- To monitor customer debts against agreed credit limits
- Assisting with the day-to-day management of customer accounts
- Stock take

Computerized Accounting Software

- Sage Accpac ERP
- SAP Basic
- Care

Leadership roles and other relevant Information

- Volunteer at Young Life
- Occupational First Aid training with Kenya Red Cross
- Currently doing Association of Chartered Certified Accountants(ACCA) Exams
- Core Business Skills Training by KIM under KYEP
- Life skills training conducted by Life skills Promoters under KYEP
- Computer skills
- Participated in AIBUMA conference – University of Nairobi
- Participated in Marketing Student Association Conference – University of Nairobi
- Member of Finance Student Association – University of Nairobi
- Games Captain – Mbooni Boys High School

Professional Referees

Referee

Contacts

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Kenya Forestry Research Institute

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3. Mr. Daniel Mwale
Human Resource
The Aga Khan Hospital Mombasa

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