***Curriculum Vitae***

**Benson Mwenda Wamagwi**

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| **Bio Data** | **Gender:** Male  **Date of Birth:** 18th Feb 1991  **Nationality:** Kenyan |

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| **Personal Profile** | I am a highly dedicated professional with aspiring progressive career. I am self-driven, ambitious, innovative, analytical, a fast learner, and pride myself as a true team player with good interpersonal skills. I possess a great desire and drive to prosper in all work that I venture into. I have also acquired relevant experience, having worked in different organizations. I desire to work in a highly competitive and dynamic organization specializing in providing quality standard to enable me gain exposure in shaping me to face current needs. |

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| **Education** | |  |  | | --- | --- | | **June 2014 - May 2015** | **CPA Part III Section V & VI Final** | | Royal Business School |  |  |  | | --- | --- | | **Jan - June 2013** | **CPA Part II Section III & IV** | | Vision Institute of Professionals |  |  |  | | --- | --- | | **Oct - Dec 2012** | **Accounting Packages** | | Nyeri Institute of Computer Studies |  |  |  | | --- | --- | | **Jan - June 2012** | **CPA Part I** | | Kimathi University |  |  |  | | --- | --- | | **Jan - Nov 2011** | **KATC Level I & II** | | Kimathi University |  |  |  | | --- | --- | | **2006 - 2009** | **Kenya Certificate of Secondary Education**  Attained: Grade C (Plain) | | Naromoru Boys High School |  |  |  | | --- | --- | | **1997 - 2005** | **Kenya Certificate of Primary Education** | | Irigithathi Primary School | |

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| **Skills** | * **Accounting Skills:** Knowledge of accounting and bookkeeping terminology and practices; Ability to understand and apply current accounting guidelines, system updates and revisions, and policy changes. * **Numerical and Accounting Competency:** Knowledge of accounting principles, practices and procedures used in preparing financial statements I am comfortable with numbers and excellent in performing detailed numerical computations. * **Analytical and Problem solving:** I have the ability to visualize, solve complicated problems in the best way and make accurate and informed decisions. I am able to combine patience, determination, and persistence to troubleshoot client issues * **Interpersonal and communication skills:**I am able to build an understanding of the client needs and concerns, and express these to other members of my team. * **Planning and Organizing**: Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner. * **ICT Competence:** Good command of Microsoft Office tools, word processing, data handling and processing, excel, operating systems and internet. * **Proven skills in accounting and auditing** * **Proficient in Computer accounting packages** i.e Quick books. |

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| **Work Experience** | |  |  | | --- | --- | | **Dec 2015 to Date** | **Simba Pharmaceuticals Limited** | | **Position:** Accountant  **Responsibilities:**   * Undertake monthly bank reconciliations and follow-up on outstanding issues . * Effect and make timely remittance of statutory deductions to relevant authorities by the due dates (e.g. PAYE. NHIF, NSSF, VAT,) * Internal reports-preparation of monthly reports that have to submitted before the 5th of the following month. Preparations of cash flows projections and preparation of financial reports like P & L cash flow variance analysis and commentaries * Maintain up-to-date financial records in respect to all financial transactions. * Process monthly payroll including update of new staff records, effect voluntary and statutory deductions, and disburse funds to respective staff bank accounts and other recipients * Prepare accounting records in a timely manner for annual and specific project external audits. * Raise cheque requisition, make payment of vouchers, and ensure payment requests are duly approved/signed * Verify all payments for accuracy and adherence to budget provisions before submission for approval * Monitor operations of bank accounts to ensure availability of funds for issued payments * Carry out daily reconciliation on financial transactions captured in the financial records and update in the accounting system * Assist in the coordination of external audit. | | |  | | |  | |  |  |  | | --- | --- | | **July 2013 to Nov 2015** | **Ephod Media Limited (Kingdom TV)** | | **Position:** Accountant  **Responsibilities:**   * Undertake monthly bank reconciliations and follow-up on outstanding issues * Petty cash management * Effect and make timely remittance of statutory deductions to relevant authorities by the due dates (e.g. PAYE. NHIF, NSSF, VAT,) * Internal reports-preparation of monthly reports that have to submitted before the 5th of the following month. Preparations of cash flows projections and preparation of financial reports like P & L cash flow variance analysis and commentaries * Invoice debtors and receive payments on behalf of the organization * Maintain up-to-date financial records in respect to all financial transactions. * Timely banking of funds in the right/designated accounts. * Process monthly payroll including update of new staff records, effect voluntary and statutory deductions, and disburse funds to respective staff bank accounts and other recipients * Prepare accounting records in a timely manner for annual and specific project external audits. * Raise cheque requisition, make payment of vouchers, and ensure payment requests are duly approved/signed * Verify all payments for accuracy and adherence to budget provisions before submission for approval * Monitor operations of bank accounts to ensure availability of funds for issued payments * Carry out daily reconciliation on financial transactions captured in the financial records and update in the accounting system * Make sure that accounting documents are securely kept * Assist in the coordination of external audits | | |  | | |  | | |  | | |  | | |

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| **Referees** | Rev. Samuel Mwangi  St .Georges Route Anglican Church of Kenya  P.O Box 5, Naromoru  Telephone no: +254 722 934 214  Mr. John Muthee  Auditor  Stratagem Kenya Financial Consultants  Telephone no:+254721426750   |  |  | | --- | --- | |  | Email:mutheejohn26@gmail.com |   Mr. Emmanuel Gituku  Director  Ephod Media Limited (Kingdom TV)  Telephone no: +254 720695285  Email: ephodmedia@gmail.com  Mr. Newton Ndegwa  Administrator  Ephod Media Limited (Kingdom TV)  Telephone no: +254 712400215  Email: [newtonndegwa@gmail.com](mailto:ephodmedialimited@gmail.com) |