
ZACHARIA NJUGUNA WANJAMA

Tel: 0725- 319 810

P.O. Box 60073-00200, Nairobi

Email: zacknjugush@gmail.com

Personal Details:

- Date of Birth: 1980

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Education and Professional Qualification:

- CPA section 6, Vision Institute of professional studies, June 2007-June 2011
- Computer packages-(QuickBooks, Sage, Pastel, Word, Excel) ,Philadelphia Institute, June 2001-Dec 2001
- Kenya Certificate of Secondary Education, Njenga Karume Sec, 1996-1999

Career Profile

Extremely talented, self motivated accounting professional with over 3 years of experience in preparing financial reports. Having the ability to handle complex assignments effectively & possessing the confidence to work as part or independently.

Key professional skills

- Ability to work effectively in a team.
- Excellent communication and interpersonal skills.
- Ability to work accurately under pressure and meet tight deadlines.

PROFESSIONAL EXPERIENCE

Express Impress car hire ltd Nairobi

Accountant, Jan 2013–to date

Duties and Responsibilities:

- Updating customers/suppliers invoices via quickbooks.
- Preparing the final accounts consisting of statement of financial position, cashflow statement, statement of comprehensive income and expenditure and trial balances on monthly basis.
- Analyzing VAT input and output and remitting online via ITAX.
- NSSF, NHIF and PAYE remission and filing online via ITAX.

Resma Motors Ltd;

Accountant, Jan 2007–Dec 2012:

Duties and Responsibilities:

- Preparing customers/creditors statements.
- Preparing the final accounts including statement of financial position, statement of income and expenditure and monthly trial balances.
- Monthly stock taking exercise.
- Posting payment vouchers, receipts and invoices in QuickBooks.
- Analyzing VAT input and output via QuickBooks print out and remitting.
- Payroll preparation.
- NSSF, NHIF and PAYE remission and filing online.
- Management reports analysis and preparation then handing over to management on a weekly basis and liaising with the auditors.

Kipkarren Pry School;

Accountant, Jan 2005 –Dec 2006:

Duties and Responsibilities:

- Petty cash handling.
- Updating fees collection register.
- Cash book maintenance and ledgers.
- Preparing monthly trial balance.
- Preparing income and expenditure monthly.
- Preparing the statement of financial position monthly.

Professional Associations

CPAK (ICPAK), Registration & quality assurance committee, 1st June 2012

REFEREES

Please feel free to contact the under mentioned in regard to my competence, work ethic and performance.

Mr. Fredrick.

Human resource manager

Express Impress car hire ltd

Mobile: 0721 854320

Email: fayoyi@expressimpress.net

Mr. Ndirangu.

Accounts Manager

Resma Motors Ltd

Mobile: 0722-566 976

Email: resma@resmamotors.com

Rev. Michael.

Parish Minister

Makupa PCEA Church

Mobile: 0724-822 560

Email: makupa-parish@africaonline.com