## **CURRICULUM VITAE**

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| **CATHERINE NJOKI CHEGE**  Cell: 254 723760092; Email: njokic27@gmail.com  P.O Box 48817-00100,Nairobi, Kenya |
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| |  | | --- | | **Personal Details:** | |

Year of birth: 1992

Nationality: Kenyan

Marital Status: Single

Religion: Christian

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| |  | | --- | | **Capacity and Capability statement:** | |
| An enterprising and multi-skilled professional, with over two years proven experience in auditing, accounting and finance, Has gained professional expertise in Setting up and administration of accounting systems; Preparation of financial and management reports, Use of analytical accounting tools and interpretation; Financial audit and review; Prepares payments by verifying documentation, and requesting disbursements; Budgeting .Work on a priority basis, in a way that enhances efficiency, effectiveness and productivity. |
| |  | | --- | | **Career Aspiration:** | |
| |  | | --- | | In the ever changing global world, I wish to serve in a dynamic development organization where there are opportunities to grow both personally and professionally as I assist in the performance and growth of the organization through my dependable input in Finance and Administration. | | |  | | --- | | **Major Achievements:** | |  * Led a successful financial review, instituted debt recovery plan, advised and assisted in setting up of computerized accounting system using QuickBooks for Ndicar beauty and cosmetics * Certificate of merit awarded on cost accounting for participation of accounting challenge * Certificate of participation awarded in business mathematics in accounting challenge   . |
| |  | | --- | | **Educational and Professional Background:** | |

**2014-2015**: **ROYAL BUSINESS SCHOOL**

CPA PART 2 SECTION 3

**2012-2013 : KCA University**

CPA PART 1

**2010**: **Panel Computer Centre:** Certificate in Computer Packages

**2006 -2009 :** GATHIRIMU GIRLS HIGH SCHOOL

Kenya Certificate of Secondary Education

**1998 - 2005**: GITHUMU PRIMARY SCHOOL

Kenya Certificate of Primary School

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**Accounting packages:** QuickBooks, pastels

**Other Software**: MS Office with excellent skills in MS Excel

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**JULY 2016- SEPTEMBER 2016 -DMG PETER AND ASSOCIATES**

**Position Held: CONSULTANT**

**Responsible as a part time consultant in an audit firm. My Duties and Responsibilities include:**

* Ensure compliance with accounting deadlines for our clients
* Prepare company accounts and tax returns.
* Prepare annual company accounts and reports.
* Present corrective action recommendations and reviewing internal control.
* Develop and implement internal controls and procedures.
* Financial statements compilation.
* Bookkeeping.

**JANUARY 2016-JUNE 2016 -REDBERRY LIMITED**

**Position Held: ACCOUNTANT**

**Duties and Responsibilities:**

* Ensure compliance with accounting deadlines.
* Prepare company accounts and tax returns for audit.
* Coordinate monthly payroll functions for the employees.
* Liaise with bankers, insurers and solicitors regarding financial transaction.
* Prepare annual company accounts and reports.
* Preparing quotations and LPOs.
* Monitor and record company expenses.
* Present corrective action recommendations and reviewing internal controls.
* Prepare for and coordinate internal and external audit processes.
* Develop and implement internal controls and procedures.
* Produce analyses regarding capital asset acquisitions.
* Manage fixed asset process and policy.

JANUARY 2014 – DECEMBER 2015: **DONHOLM SERVICE AND BUSINESS CENTRE LIMITED**

**Company Accountant**;

Responsible for day to day running of financial functions of the company, which deals with **real estates**. My responsibilities includes but not limited to:

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* Maintenance of petty cash and ensuring the imprest is well maintained
* Documentation of financial transactions by entering account information.
* Recommending financial actions by analyzing accounting options.
* Ensure compliance with various regulatory authorities by making correct and timely filing of Tax, PAYE, NHIF & NSSF
* Payment of Salaries and advances
* System and Bank reconciliation
* Payments of creditors
* Preparing ledgers, trial balance, income statement and balance sheet.
* Maintaining fixed asset register.
* Preparing final accounts for audit purposes.
* Making invoices and statements.
* Maintaining debtors and creditors control account**.**
* Voucher preparation.
* Maintenance and safe keeping of important documents

JANUARY 2013 – DECEMBER 2013: **NDICAR BEAUTY AND COSMETICS**

**Assistant accountant;**

Assisted in the day to day accounting of the company which deals mainly with sales of cosmetics products in wholesale.

I was responsible for:

* Assisting in preparation and monitoring of budgets to ensure sufficiency of resources and that expenditure is within contract.
* Preparation of accurate financial accounts and managing advances.
* Preparation of comparative statistics and monthly management accounts to enable timely decision making by the management.
* Payroll administration and monthly and end of year Pay As You Earn (PAYE) tax and other statutory deductions computation for submission to the relevant authorities.
* Inventory management and bank reconciliation
* Making payments to vendors, technical consultants and all other bills as they fall due.
* Filing of financial documents and posting of transactions and ensuring collect allocation of expenditure as per the contractual obligation

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-Good analytical, interpersonal and communication skills.

-Fast learner and initiative oriented

-Work well under pressure and achieves deadlines.

-High level of integrity

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-Languages:

**Speak Read Write**

English Fluent Excellent Excellent

Kiswahili Fluent Excellent Excellent

Kikuyu Fluent Excellent Excellent

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-Travelling.

-Avid reader of educative literature; World finance, business and current affairs articles.

-making new friends.

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**1.John Maina**

**Lecturer**

**KCA University**

**P.O. Box 56808-00200**

**Nairobi**

**Cell: 0722313263**

**2.Jared M. Ragoi**

**Director**

**Donholm service and Business centre Ltd**

**p.o box 29096-00625 Nairobi.**

**Cell:0722514235**

**3. DOMINIC MIRIE**

**Managing Partner**

**DMG PETER AND ASSOCIATES**

**p.o box 69307-00400 Nairobi.**

**Cell-0723516839**