**JAMES MURIMI GITHINJI  
P.O Box 25237-00100, Nairobi  
Tel: 0722 667 352**

**Email:** [**jamesmurimigithinji@yahoo.com**](mailto:jamesmurimigithinji@yahoo.com)

I am a greatly motivated Accountant, seeking an opportunity to aid the advancement of the organization and make positive contributions in the society. I possess strong experience in finance management, thorough knowledge of generally accepted accounting principles, huge knowledge of preparation of financial statements & reports. Am as well skilled in finance management planning, internal control systems, reporting and office administration and also proficient with word processing excel spreadsheets, accountancy packages and power point. Nowam seeking a challenging position in an organization that will utilize my skills and provide an opportunity for professional growth.

**Personal Details**

* Year of Birth: 1985
* Marital Status: Married

**Education and Professional Qualification:**

* Bachelor of Commerce, (Accounting), 2nd Upper, Makerere University, 2007-2010
* Certified Public Accountant, CPA K,StarCollege, June 2011-Dec2013
* Uganda Advanced Certificate of Education, HighwayCollegeMakerere, 2005-2006
* Kenya Certificate of Secondary Education, C+ (Plus), Kabonge Secondary School, 2001-2004

**Key Professional Skills and Competencies:**

* Exceptional accuracy & attention to detail
* Professional, confident, credible, enthusiastic team player
* Self -motivated with ability to prioritize and execute tasks
* Knowledgeable in Microsoft® Windows XP Professional (SP2), Microsoft® Windows Vista, Microsoft® Windows 7 Ubuntu Linux, Microsoft office project and Microsoft office Excel
* Detailed understanding of risk and internal controls, Strong commercial awareness
* Excellent communication and interpersonal skills, Ability to work in a team environment and on own initiative
* Highly organized and used to working to tight deadlines, Strong analytical and problem solving skills
* Strong interpersonal skills both oral & written, good telephone skills
* Ability to work on own initiative in a Team environment
* Good organizational & time management skills, Excellent reporting skills
* Strong negotiation skills, Analytical approach / good problem solving skills

**PROFESSIONAL EXPERIENCE**

**Accountant, Sept 2011–Date**

**Safari Holdings Ltd,**

**Duties andResponsibilities:**

* To be the pilot for all activities related to financial management, like budgeting, purchasing, accounting, financial reporting and controlling,recruitment, HR Evaluation and payroll systems for the two restaurants namely Safari Club Ngara and Safari Bowling Green and other properties of the company
* Maintain proper inventory of Safari Holdings assets register including numbering, recording and reporting of all assets owned by the company, and ensure the same are properly insured where applicable
* Collaborate with the Board in the planning, organization, operation and evaluation of the administrative services as well as in the analysis of the staff needs of the various establishments, particularly with respect to the competencies of the managers/supervisors needed to execute duties as assigned in the various establishments
* Design and monitor a sustainable accounting and finance management system for Safari Holdings Limited activities, establish internal controls and monitoring mechanisms, maintain cash books and reconciliation with bank statements, including control of disbursements and balancing of books and ledgers
* In close collaborations with the Board, prepare monthly electronic and paper financial reports of all the company’s activities
* Be responsible for all related financial and accounting works, and work with the auditors to prepare audited financial reports for timely submission to the relevant authorities and Safari Holdings Ltd AGM
* To continuously improve systems and procedures to enhance internal controls that will satisfy audit requirements
* Process payment of salaries, allowances, travel claims and other payments to office staff, vendors and other claimants.
* Assist in planning, design, development and maintenance of the office computerized information systems, undertake feasibility studies and recommend modifications to existing applications
* Administer personnel policies and apply Government regulations, rules and procedures concerning recruitment, appointment, benefits and other personnel matters including issues related to health, insurance and retirement (medical certificates, NSSF , NHIF etc)
* Monitor and coordinate the upkeep and maintenance of the various premises. Ensure compliance with all the legal requirements, timely of payments of rents, rates and that lease agreement for the properties is up to date.
* Supervise staff assigned to the Administrative Team, establishing clear work objectives, conduct timely and effective performance appraisals, provide coaching and feedback and support staff development opportunities
* Administer and manage the logistics and contacts for the services with service providers such as suppliers, utility companies (electricity, water, police, security etc ), subcontractors, caterers, event’s organizers etc

**Finance and Administration Officer, Aug 2010-August 2011**

**Pan African Research Services,**

**Duties and Responsibilities:**

* Recording transactions, classifying transactions, monthly Bank reconciliations
* Ensuring internal controls are in place and being implemented, payroll preparation
* Liaising with external auditors and preparing financial statements for annual audit
* Maintaining office petty cash
* Preparing and ensuring that VAT, PAYE ,withholding and instalments taxes are paid in accordance with the set dates by KRA
* Debt collection, guided accounting clerical staff by coordinating activities and answering questions
* Reconciling financial discrepancies by collecting and analyzing account information.
* Securing financial information by completing data base backups
* Preparing payments by verifying documentation, and requesting disbursements
* Answering accounting procedure questions by researching and interpreting accounting policy and regulations
* Preparing special financial reports by collecting, analyzing, and summarizing account information and trends
* Maintaining customer confidence and protects operations by keeping financial information confidential
* Maintaining professional and technical knowledge by attending educational workshops; reviewing professional publications; established personal networks; participating in professional societies
* Accomplishing the result by performing the duty
* Contributing to team effort by accomplishing related results as needed
* Presentation of the company accounts using QuickBooks to Board of Directors
* Budget preparation and monitoring
* Procurement of office stationery and services for the company

**Teacher;**

**MuragaraSecondary School, February 2007-August 2007;**

**Duties And Responsibilities:**

* Established and enforced rules for behaviour and procedures for maintaining order among the students for whom they are responsible
* Observed and evaluated students' performance, behaviour, social development, and physical health
* Prepared materials and classrooms for class activities
* Adapted teaching methods and instructional materials to meet students' varying needs and interests
* Planned and conducted activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate
* Instructed students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations

**REFEREES**

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

**Robinson NjokaChege**

**Managing Director**

**Safari Holdings Ltd**

**P.O Box 1282-00600, Nairobi**

**Tel: 0772069734**

**Email: safariholdings@gmail.com**

**Jane Mugo**

**Managing Director**

**Pan African Research Services Ltd**

**P.O Box 6577-00800**

**Tel: 0724804173**

**Email: jane.mugo@pars.co.ke**

**Stephen Muchiri**

**Principal**

**Muragara Secondary School**

**P.O Box 66-10300, Kerugoya**

**Tel: 0727 899 400**

**Email: stephenm@yahoo.com**