

## Curriculum Vitae

Edwin Mwangi Gitau

Marital status : Married

Cellphone No. : + 254 728 126336

Date of birth : 1988

Postal address : 58822 - 00200

Email : medwingitau@yahoo.com

### (1). Statement of qualifications

- Experienced accounting professional with over four years proven track record of working in a busy financial accounting environment.
- Proven expertise in driving efficiency and productivity through development/revision, implementation and evaluation of financial management and internal control systems.
- Accomplished team player.
- A Certified Public Accountant CPA 4 seeking a challenging role in an organization; which involves participation in the formulation of strategic plans and decision making. Interested in demonstrating my skills and knowledge and to ensure that the company achieves its financial and operation objectives.

### (2). Work experience

**Dec 2015 to date : Haltons Limited**

**Position : Assistant Financial Accountant**

**Reporting to : Financial Accountant / Chief Finance Officer.**

#### ***Responsibilities***

- Daily sales analysis and reporting the same to the financial accountant
- Daily bank reconciliations and end month reports.
- Ensuring that the correct VAT codes are applied while booking the invoices in the system.
- Daily maintain and monitor HQ petty cash and posting to QuickBooks.
- Monitor the branches petty cash and utilities payment and ensuring they do not surpass their daily limits.
- Following up on branch cash flow reports and ensuring they are dully filled and updated daily.
- Assist the financial accountant in the preparation of quarterly Management reports, maintenance of the general ledger and preparation of Board packs.

**September to Nov 2015**

**Position : Perpetual Stock Take Team Leader**

**Reporting to : Inventory Accountant/ Chief Finance Officer**

#### ***Responsibilities***

- Developing schedules for use during stock take.
- Ensuring that stock take exercises are done according to the laid down procedures and guidelines.
- Organizing the PST team to do impromptu cash count in the branches.
- Ensuring all branches are well stocked and that orders are supplied in good time to maintain little or no stock outs.
- Reporting on any stock variances to the inventory controller and recommending on ways to monitor and maintain zero variances.

Name.....

Signature .....

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**Jan 2014 Dec 2014 : Hudson and Associates**

**Position : Audit Trainee**

**Reporting to : Managing Partner**

***Responsibilities***

- Preparation of monthly VAT returns and preparation of all monthly statutory deductions i.e NSSF, NHIF and PAYE
- Data entry, verification and preparation of interim financial statements as required.
- Maintenance and updating Audit files.
- Preparation of payment vouchers.

**Jan 2013 Dec 2013 : Cappers and Packers Ltd**

**Position : Inventory Controller**

**Reporting to : Finance Manager**

***Responsibilities***

- Ensuring all orders are made and following up on deliveries within the agreed period.
- Preparation of all accounts statements and sending them to the specific customers.
- Preparation of monthly statutory deductions and payroll processing.
- Planning and ensuring that stock take exercises are done within the stipulated guidelines and reporting on the same to the Finance Manager.
- Following up on shipping of containers and making sure clearance is done by processing payments for the different duties and charge

**Jan 2010 to April 2010 : Le Monde Trading International.**

**Position : Accounts Intern**

**Reporting to : Senior Accountant.**

***Responsibilities***

- Bookkeeping and journal entries.
- Maintaining petty cash
- Verification of trading receipts.
- Stock taking.

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### (3). Key skills and competencies

- Proven analytical ability to prepare and interpret different financials reports and budget i.e. statutory and management reports, financial models and business plans/budgets.
- Thorough knowledge of retail chain operations which includes but not limited to use of retail point of sale, logistics, and stock management.
- Good at preparation of financial and management reports and development and implementation of accounting and internal control policies and procedures.
- Remarkable team player ability with excellent interpersonal skills.
- Proficient/hand on experience in, Microsoft Dynamics, Phamacore, QuickBooks and Microsoft office suites; (excel, word & PowerPoint).
- Knowledge of the current Kenya taxation system and filing statutory returns (PAYE, NSSF and NHIF).

### (4). Education background

#### (4a) Professional qualifications

**Mount Kenya University** Jan 2014 to Dec 2015

Diploma in banking and finance.

**KCA University** Jan 2011 to Dec 2013

Certified public Accountant Part 2

**KCA University** Jan 2010 to Dec 2010

KATC Finalist

#### (4b) Academic qualifications

**Mwenda-andu Secondary school** 2003-2007

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### (5). Hobbies

- Participating in Community voluntary services.
- Reading
- Travelling & adventure

### (6). Referees

James Macharia

Finance Manager

Haltons Limited

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Nairobi.

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Name.....

Signature .....