

STACY NDIRANGU

Address: P.O. Box 56808 - 00100, Nairobi - Kenya.
Cell: 0719-808-461
E-mail: stacyndirangu@gmail.com
Gender: Female
Status: Single
Nationality: Kenyan
Date of birth: 3rd December 1990

OBJECTIVES:

- To use my accounting skills to better livelihoods in the society and improve economic performance of my country Kenya.
- To improve the field of business and investment through research, imparting the concepts to others.

PROFILE:

- Good analytical skills.
- Strong background in accounting principles.
- Goal-oriented individual with strong leadership capabilities.
- Organized, highly motivated, and detail-directed problem solver.
- Proven ability to work in unison with staff, clients and Management.
- Very reliable individual and a lady of uncompromising personal integrity.
- Able to prioritize and handle multiple tasks swiftly.
- Innovative, team player and capable to work under least or no supervision.

CAREER DETAILS: -

YEAR	Work/Place	Achievements/ Responsibilities
Dec 2015 to April 2016	General Manager operations: Chartered Institute of Realtors Reporting to: Managing Director	<ul style="list-style-type: none">▪ Managing day to day operations▪ Assist in the development of strategic plans for operational activities▪ Monitor, manage and improve the efficiency of support services such as HR, Accounts & Finance▪ Setting and reviewing budgets and managing cost▪ Improve processes and polices in support of organizational goals▪ Managing staff, preparing work schedules and assigning specific duties▪ Monitoring and analyzing the current system of training▪ Analyzing statistics and reading and writing reports▪ Overseeing inventory, distribution of goods

		<ul style="list-style-type: none"> and facility lay out ▪ Reviewing financial statements and data ▪ Assist in recruitment and placement of required staff
August 2014 to January 2016	<p>Payable Accountant: Avenue Healthcare limited</p> <p>Reporting to: Accounts Payable Manager</p>	<ul style="list-style-type: none"> ▪ Receive and confirm supplier's statement. ▪ Input invoices into the system ▪ Reconcile all statements and invoices. ▪ Ensuring that all supporting documents LPOs and delivery notes are attached before preparing for a payment schedule. ▪ Preparing payment list ▪ Filing LPOs, receipts and vouchers ▪ Updating cashbook and cheque register ▪ Preparing end month stock level reports. ▪ Initial bank reconciliations
March 21 st to 30 th April 2014	<p>Accountant: JJ Communication</p>	<ul style="list-style-type: none"> ▪ Stock taking ▪ Cashier ▪ Banking ▪ Updating the payroll
4 th Dec 2013 -20 th March 2014	<p>Volunteer: Kenyatta National Hospital</p> <p>Reporting to: Finance Manager</p>	<ul style="list-style-type: none"> ▪ Assist in Preparation final Accounts ▪ Maintaining of General Ledger ▪ Assistance with managing systems of internal operational and financial control ▪ Responsible for tax Computations and tax returns ▪ Ensuring proper maintenance of accounting documents. ▪ Cashbook management. ▪ Preparation of payment vouchers. ▪ Extracting journal vouchers from the cashbook. ▪ Preparing NHIF claim documents. ▪ Preparation of doctors' payment schedule.
2 nd Sept 2013- 29 Nov. 2013	<p>Intern, Kenyatta National Hospital</p> <p>Reporting to: Revenue accountant</p>	<ul style="list-style-type: none"> ▪ Preparation of NHIF documents to claim payment. ▪ Assist in debt collection. ▪ Cash book management ▪ Preparation of payment vouchers ▪ Preparing monthly trial balance.

5 th Sept 2011- 28 th Oct 2011	Intern, Njoro canning factory	<ul style="list-style-type: none"> ▪ Processing claims ▪ Preparation of document to accompany exports to Britain. ▪ Preparation of payment vouchers ▪ Assist in updating pay roll.
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EDUCATIONAL QUALIFICATION

YEAR	AWARD	PLACE
May 2016 to date	ACCA (F5, F7 & F9) part two. Exams in Dec 2016	KCA University
Jan 2014 to March 2016	Masters of Science in Accounting and Finance	KCA University
2010 – 2013	Bachelors of Commerce (BCOM) <ul style="list-style-type: none"> ▪ Accounting Option 	KCA University - Second Class honours Upper Division.
March – June 2010	Office automation	Migsflo computer college
2007 – 2009	Secondary Education (K.C.S.E)	Gatitu Girls Secondary School, Gatundu – Kenya.
1997-2005	Primary Education(K.C.P.E)	Mutarakwa Primary School. Nakuru.

Computer Literacy

I am well equipped with computer skills where I can do tasks using QuickBooks, excel, access and word efficiently.

Achievements

- July 2013- Volunteered in jigger eradication campaign in Murang'a County in conjunction with Ahadi Kenya Trust.
- May 2013- Organized and contributed in the preparation of taxpayers awareness forum held at KCA University and I was awarded a certificate of appreciation.
- March 2013- I attended an inter-varsity accounting symposium on the theme role of accountants towards industrialization by 2030. Attained certificate of participation.
- March 2013- I contributed in the preparation of a financial literacy forum state of art intervarsity conference held at KCA University and attained a certificate of appreciation.
- February 2013- Participated in accountants fair day held at Kenyatta University and got a certificate of acknowledgement.
- October 2012- Participated in a professional mentorship program the theme “personal development” and I got a certificate of participation.

HUMANITARIAN MEMBERSHIP

1. Registered member, Red Cross Society of Kenya. (RCSK)
2. Registered member and volunteer at International Rescue Committee. (IRC)
3. A member at Streetlife Care Organization.

Co-curriculum

- Visiting needy people, Listening to music Hiking and camping, travelling.

Referees

1. Mr. Elijah Kamau
Managing Director
Chartered Institute of realtors
P.O Box 52242-00100,
NAIROBI.
Tel. No. +254 714-702-683

2. Mr. Wycliffe Nyongesa
Payable Manager
Avenue Healthcare Limited
P.O Box 45280-00100,
NAIROBI.
Tel. No. +254 724-577-442

3. Mr. John K. Kamau
Finance manager,
Kenya National Hospital,
P.O Box 20273-00202,
NAIROBI.
Tel. No: +254 725-389-760