**CURRICULUM VITAE**

***PERSONAL DETAILS***

Name: Jane Wambui Muiruri, PhD

Date of birth: 28th January 1977

Nationality: Kenyan

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Languages: English, Swahili, Kikuyu, Basic Kinyarwanda, and Basic French

***ACADEMIC QUALIFICATIONS***

2011- 2014: **California Intercontinental University**

Doctorate of Business Administration

Health Care Management and Leadership (HCML)

2004-2008: **University of Nairobi**

Masters of Business Administration (MBA) Strategic Management

1996-2000: **University of Nairobi**

Bachelor of Arts (BA)

Major: Sociology and Geography, Minor: History

Honours degree with 2nd-upper division

Nov 2003-Jan 2004: **Institute of Advanced Technology**

International computer driving license (part I)

***PROFESSIONAL QUALIFICATIONS***

* Certified Public Accountant Kenya (CPA-K)
  + - Kenya Accountants Technicians Certificate (KATC-K)

***COMPUTER SKILLS***

* Ms Office Suit,
* Geo Information Systems (GIS)
* Quick books, ERP and Sage Financials

***EMPLOYMENT HISTORY***

Nov 2015-current: Project consultant for the Tudor Health Limited Project

* Design and layout aesthetics
* Sourcing of experts and coordination of the same
* Training of board on mandate
* Advising Investor on Health systems strengthening, staffing, financial and accounting systems and software’s, Accreditation processes and any other issue that is project related
* Setting of delivery targets, quality expectations, and budget for each target sets
* Monitoring and evaluation of reports against targets
* Preparations of reports for board review each quarter

July 2015-Jul 2016: **Karatina University, Nyeri County, Kenya**

School of Business

* Lecturer
* Coordinator and convener for 2016 School of Business Conference
* Member School Post Graduate Board
* Team leader departmental exams moderation

Duties:

* curriculum preparation and review
* Lecturing
* 2016 School of Business Conference and journal committee chair
* Supervision of Thesis
* Trainer and consultancy team member

May 2013-June 2015: **Technical University of Mombasa, Mombasa County Kenya**

School of Business

* Lecturer
* University Teaching and Examinations Timetabling Coordinator
* Head of School of Business Curriculum development and review

Duties:

* curriculum preparation and review
* Lecturing
* Coordination of the University Teaching and Examination Timetabling
* Departmental Coordinator for student extra curriculums, journal and conference committee member
* Supervision of Graduate Thesis and Dissertation

July 2009-May 2013: **National University of Rwanda (NUR), Huye District Rwanda**

Positions Held at NUR:

Main Position: Lecturer

Secondary Positions:

Controls Implementation Manager,

Audit Review Committee Member,

Debts Collection Manager

Internal Tender Committee Chair (2012-2013)

Duties:

* Develop, review, implement and advise the executive on controls compliance and implementation for operations of the National University of Rwanda and develop guidance notes on implementation of University Organs decisions
* Monitor and evaluate all projects implementation for the University under inter-entity, development partners or donor funding and grants as well as Coordinate controls implementation and compliance of projects such as SIDA, USAID, KOICA, NUFFIC, AHEAD, OPIC and others at NUR
* Curriculum development, preparation, instruction, review and External dissertation supervisor to the School of Finance and Banking-Rwanda of student’s memoirs for NUR and School of Finance and Banking-SFB (Dissertations and Thesis projects)
* Consulting, workshop, conferences and seminar participation Lecturing-Undergraduate and graduate levels in Accounting Sciences, Healthcare Management and Business Management as well as ACCA, ABE Students and other short courses and Supervision and presentations
* Audit Manager for specific external Audits by the Auditor general for the NUR Treasury and Donor Financing Budgets
* Debt portfolio review and collection policy manager
* Controls implementation manager for university processes
* Chairperson of the Internal Tender Committee for one Financial year
* Member Health Management Committee for the NUR-Teaching Hospital

April 2009 –Dec 2009: **Abdulwahid Aboo & Co. (Member firm of Russell Bedford UK), Kigali, Rwanda**

Assignment to set up the Audit firm which is a Certified Public Accountant and consultancy firm in Kigali

Senior Audit and Consultancy Manager East Africa

2008-march 2009: **RUMA Certified Public Accountants & Kigali Institute of Management (Same Ownership and Management)**

Positions Held: Human Resources Manager and Head of Recruitment, Selection and Training division (RUMA)

Assistant Lecturer Faculty of Business, Department of Management (KIM)

Duties:

* Preparing technical and financial bids for competitive tenders on recruitment and training for client firms and organizations such as the Public Service Commission, the City of Kigali, Population Services International (PSI)
* Preparing terms of reference for firms that want to advertise vacant positions
* Long and short listing interview candidates and carrying out the interviewing process
* Assisted in the design of salary Scales for PSI Rwanda
* Advising client on best way forward and employee hiring strategies
  + Salary and benefits negotiations,
  + Office hours and terms of service negotiation
  + Contracts management
* Other duties related to the department at the Managing Partners’ discretion
* Supporting Accounting and Audit teams as a staff Manager and HR Auditor
* curriculum preparation and review
* Lecturing, consulting and seminar presentations
* Participated in developing and compiling accreditation papers for the university by the National Council of Higher Education

2005-2008: **Consultancy Assignments in Kenya for the Financial Management and Reporting for various organizations**:

Feelbat Africa Limited Nairobi

St. Dominic schools Nyandarua

Neema Early Childhood Development College Gilgil

Nov.2002- Dec.2004: **Olesolian Enterprises-KBL Distributors Southern Territory, Kenya.**

Positions held in the firm:

* Sales and operations manager
* Acting depot manager
* Internal auditor

Duties:

* Auditing the Accounting management, Banking and Cash services, Policy formulation and reconciliation.
* Sales operations involving logistics, retail management, credit controls warehousing, human resources recruitment, training and development, brands market penetration and growth as well as customer care.

Feb.2002-Oct.2002**: British American Insurance Company (BRITAK); Nairobi, Kenya**

***IT Clerk***

A project to capture the life and general insurance policies into an integrated computer database.

**Duties:**

* Keyed in data from manual to the in-house computer system -IGAS
* Verified all data entered through preset quality checks.

2000Aug. – March 2001**: Ngong Matonyok- KBL Distributor for Outer Nairobi Western region. Ngong, Kenya**

***Depot Assistant.***

**Duties**:

* Originating purchase orders and inventory management.
* Keying in data, verifying and reconciling into the BDS (beer distribution system).
* Handled customer service on products and service and forwarded to the Sales Representatives and Distribution Account Executives of Kenya breweries limited as well as updated all computerized records of the firm.

***CONSULTANCIES***

2015-DATE: Astute Health Systems:

**Consultant.**

* Health systems
* Health financing
* Health institution design, structure and setup,
* Training non-medical staff (administration)
* Budget and targets management, preparation, monitoring, review and reports
* Management reports for board review quarterly
* Field review of remote clinics administration management

***VACATIONAL WORK***

Oct.1998 – June 1999: Muinjafam’ Academy

*Teacher:*

* Taught English, Math’s, Kiswahili, and Business Education in classes 4, 5 and 6.

Jan. 1995 – Oct. 1996: **Muinjafam’ Enterprise**

***Farm Supervisor****:*

Duties:

* Hire of casual staff and duty allocation, Market delivery of produce, liaised with suppliers and customers.

***LEADERSHIP ROLES AND MEMBERSHIPS***

* Associate member of United States Global Enterprise Association
* Associate member of Econ21: An entrepreneurs’ Association
* Founding Member of the Institute of Certified Public Accountants of Rwanda
* Rotary International-Virunga-Rwanda District 9150
* Founding Member of Rwanda Association of university women
* Committee member of Women Students’ Association-hostel management University of Nairobi
* Accountant for Dawn Student’s Organization at University of Nairobi
* Sergeant in St. Johns ambulance club of Moi Girls’ School Nairobi
* Captain of volleyball and badminton teams at Moi Girls’ School Nairobi
* Chair and Convener of Curriculum Stakeholders and validation Forums
* Chair of 2016 Karatina School of Business International Conference
* Member of Institute of Certified Public Accountants Kenya (ICPAK)

***CONFERENCES AND WORKSHOPS***

* Attended a sales and business integration seminar at East African Breweries
* Participated in sales operation development and cohesion seminar at East African breweries
* Public Service Commission of Rwanda Human Resources Capacity Building Conference Key Note Presenter
* June 15-17:1st Karatina School of Business international conference

***PUBLICATIONS AND ARTICLES***

* Thesis on Health services delivery in post conflict countries and its sustainability.
* External curriculum development team member for Kitabi College of wildlife and conservation Management Rwanda
* External Curriculum development team member for Kigali Institute of Management and Kitabi Institute of Tourism and Conservancy-Rwanda
* Main curriculum content developer for masters progamme in Accounting and Business Management for the National University of Rwanda
* Key conference paper for the Public Service Commission Conference in July 2011 on enhancing Human Resources Management
* A paper on Accountants as Strategic Partners for ICPAR workshop
* A Thematic paper on Electronic Taxation and Electronic Auditing of it
* The Relationship between Voluntary Disclosure and Financial Performance of Companies Quoted at the Nairobi Securities Exchange

Jane Mmbone Mutiva, Dr. Anwar Hood Ahmed, Dr. Jane Wambui Muiruri-Ndirangu. ***International Journal of Managerial Studies and Research (IJMSR) Volume 3, Issue 6, June 2015, PP 171-195 ISSN 2349-0330 (Print) & ISSN 2349-0349 (Online) www.arcjournals.org* ©**

* The Influence of Internal Audit Independence on the Financial Performance of Small and Medium Enterprises: A Case of the Construction Industry in Mombasa County. Harrison Kiema, Dr. Anwar Ahmed, Dr. Jane Muiruri-Ndirangu

**International Journal of Management and Commerce Innovations ISSN 2348-7585 (Online)** Vol. 3, Issue 1, pp: (442-448), Month: April 2015 - September 2015, Available at: **www.researchpublish.com**

* Determinants of Financial Independence in Developing Countries (A Case Study of Kenya) Dennis Muturi Muthara, Dr. Jane Ndirangu-Muiruri, Dr. William Kazungu Kingi.**International Journal of Economics, Finance and Management Sciences** 2015; 3(3): 325-329 Published online June 8, 2015 (http://www.sciencepublishinggroup.com/j/ijefm) doi: 10.11648/j.ijefm.20150303.30 ISSN: 2326-9553 (Print); ISSN: 2326-9561 (Online)
* Effects of Working Capital Management Practices on the Financial Performance of Tourist Hotels in Mombasa County, Kenya. Shadrack Mbithi, Dr. Jane Muiruri-Ndirangu, Dr. William Kingi **International Journal of Management and Commerce Innovations** ISSN 2348-7585 (Online) Vol. 3, Issue 1, pp: (488-494), Month: April 2015 - September 2015, Available at: www.researchpublish.com

**ONGOING Research and publications Work.**

* A study of factors affecting health services delivery in a devolved system. A survey of Kenya County Health services delivery
* Factors influencing health services efficacy to the old Age rural Kenyan
* A strategic approach and implementation of health devolution in Kenya
* Factors affecting health services delivery in county managed hospitals. A case of hospitals in Mombasa County with Dennis Muturi Muthara, Damaris Monari
* Factors Influencing Investors Behaviour: Case study of Ranch Investors in Laikipia County: James Maina, Dr. Jane Muiruri, Dr. Kenneth Wanjau- Ongoing research

***COMMUNITY SERVICE***

* Member of Library Lovers: Give a Book to a community Initiative.
* Member of Church Development Committee

***OTHER ACHIEVEMENTS***

* Awarded certificate for leading in K.C.P.E in Woodley Zone, Nairobi province
* Awarded certificate for being a change agent for University of Nairobi hostels management
* Awarded a participation and contribution certificate by the Public Service Commission Secretariat of Rwanda on Capacity building

***HOBBIES:*** Reading, Farming and traveling

***REFEREES***

Ms.Corrie Young

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Academics without Borders-Canada

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