

ERIC NDITU MUGURE

P.O BOX 483-01000

THIKA

Dear Sir/Madam,

RE: APPLICATION FOR ACCOUNTANT JOB VACANT POSITION.

I do hereby submit my application for a suitable vacant position in your organization. Have been working at Levites International Reinsurance Brokers Ltd in the finance department as Accountant/Credit Controller.

I consider myself competent to handle a new environment & challenge, Having 3 year's experience in accounting field. Am 27years of age having completed my CPA(K) course in December 2014. Am computer literate, in my O Levels; I attained a mean grade of C-.

I am team player, flexible to changes, & work with minimal supervision and maintain confidentiality regarding my employer.

I have attached my curriculum vitae to support my qualification.
Looking forward to hear from you, thank you in advance.

Yours faithfully

Eric Nditu

ERIC NDITU MUGURE
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CAREER PROFILE

To become an efficient and effective accountant and financial practitioner who will ensure transparency and accountability in the field of accounting and auditing. To acquire practical skills and knowledge that will help in the overall development of business environment, and the country as a whole.

PERSONAL PROFILE

Date of Birth	:	1989
Marital Status	:	Married
Nationality	:	Kenyan
Languages	:	English, Swahili & Kikuyu

PROFESSIONAL QUALIFICATION

- Excel Institute of Professional - C.P.A part 3(sec 5 and 6) Pass - Jan 2013- Dec 2014
- Excel Institute of Professional - C.P.A part 1 &2 - June 2012 – Dec 2012
- Excel Institute of Professional -ATC Certificate - Jan 2011 – Dec 2011
- Mwangaza Secondary School - (K.C.S.E C-) - 2006 – 2009

WORK EXPERIENCE

CREDIT CONTROLLER & ACCOUNTANT-June 2016 to date

LEVITES INTERNATIONAL REINSURANCE BROKERS LTD

- Sending credit and debit notes to clients
- Managing credit terms with clients
- Sending reminder, calling and visiting clients for collection
- Reporting to my boss on collections per month
- Preparing aging analysis report
- Petty cash management
- Posting entries in Quick books and producing reports
- Raising vouchers and writing cheques
- Payment of Statutory deductions (PAYE,NSSF,NHIF)
- Preparation of Payroll.

Account Assistant Njoroge Regeru & Company Advocates January 2016-May 2016 (reliving some one in maternity Leave)

- Prepare, examine, and analyze accounting records, financial statements, and other

financial reports to assess accuracy and completeness

- Cashier to issue money & collecting money from sales made from fee notes
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements

Account Assistant - Njuca Consolidated Co. Ltd - November 2014–November 2015.

- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy and completeness.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Establish tables of accounts, and assign entries to proper accounts.
- Prepare, maintain, and analyze budgets.
- Preparation of wages & salaries.
- Preparation of Cash Book & petty cash books.
- Cashier where was to issue money & collecting money from sales made.
- Cost accounting for various projects.
- **Tutor- Success Institute of Professionals -June 2014 – October 2014**
- Tutor of Taxation in ATC and section 4.
- Tutor of Financial Accounting in ATC 1 and 2.
- Tutor of PPM and Costing Accounting in ATC 1 and 2.

Accounts & Administrative Clerk – AWAS Enterprises Ltd - Jan 2013 – Dec 2013

- Banking of cheques and cash collected from various customers.
- Bank reconciliations and Cashbook
- Oversees payment of invoices and other expense vouchers, requisitions for supplies.
- Responsible for timely filing completed reports required under law or regulation.

Achievements

- Developing historical costing for machines within Njuca Company.
- Project costing for Njuca Company; this was to verify the costs for Kiganjo in Nyeri, Thika Level 5 and Kijabe.
- Ensuring all debts was paid on time for Njuca co.

Key Professional Skills

- Certificate in QuickBooks and familiar with ERP System.
- Certificate in Computer packages.
- Strong ability to read and understand information and ideas presented in writing and to apply general rules to specific problems to produce answers that make sense
- Demonstrated initiative, sound judgment; proven ability to respond quickly, independently and appropriately to competing priorities under tight deadlines.

Memberships:

Member of ICPAK

Member of Red cross Society of Kenya

HOBBIES

- Playing Soccer
- Watching Soccer

- Socializing
- Travelling

REFEREES

1. Grace Wainaina
Finance Manager
Njoroge Regeru & Company Advocates
0722699252.
2. Martin Orina Ogutu
Deputy Principle
Excel Institute of Professionals
P.o Box 22555-01000
3. Eric Kironyo
Finance Manager
Levites International Reinsurance Brokers Ltd.
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