CURRICULUM VITAE

**CATHERINE WANJIRU NG’ANG’A**

Date of Birth: 17/01/1986

P.O BOX 79192-00400 Nairobi, Kenya

Tel-**0720178657/0764338585/ 0726038585**

Email: katherinenganga@yahoo.com

**CAREER AND PERSONAL OBJECTIVE**

A highly resourceful **Finance officer** who is result-oriented and an enthusiastic team player conversant with financial accounting standards, seeking to constantly upgrade and utilize my **Accounting** and **Finance** skills with a willingness to work under changing and difficult circumstances driven by a sense of urgency to meet deadlines while implementing client focused organizational development strategies to the fullest extent as I support individuals and incorporate growth.

**SKILLS AND COMPETENCE**

* Excellent communication and interpersonal skills.
* Proficient in Microsoft Office suite: excellent knowledge of MS Word, Microsoft Outlook, Excel, PowerPoint, Databases, Spreadsheets and the Internet.
* Proficient in accounting software: Company base Accounting systems, tally, quick books
* Excellent numerical skills.
* Accounting, financial management, audit and investment knowledge
* Excellent customer service, planning and reporting frameworks
* Portfolio and risk evaluation.
* Ability to pay attention to detail and report accurately and timely
* Constantly learning and updating on current emerging financial market trends
* Extensive knowledge of preparing financial statements, budgeting, inventory control, and accounts payables and accounts receivables.
* Fluent in spoken and written English, Kiswahili.
* Excellent telephone etiquette.
* Analytical and time management skills.

**WORK EXPERIENCE**

Jan 2013 – October 2016 : **Telagen Group Of Companies.**

***Position: Accounts/Finance Assistant.***

* Ensuring financial records are maintained in compliance with accepted policies and procedures.
* Perform general accounting duties; collect revenues, process and reconcile a wide variety of accounting documents such as invoices, departmental billings, cash receipts, vendor statements and journal as well as processing payments for them.
* Debtors and creditors reconciliation.
* Compile and analyze financial information to prepare financial statement including monthly and annual report.
* Provide safekeeping of invoices, receipts and other accounts records.
* Carrying out regular stock takes and reports accordingly.
* Control vote book.
* Maintenance and complete general ledgers books ,
* Cashbook posting
* Preparing payroll and computing commissions for the subordinate staffs.
* Bank reconciliation
* Verifying of supplier invoices and LPO’S i.e. check for authorization, authenticity.
* Filling and record keeping for the management.
* Monthly statutory remittance i.e. N.H.I.F AND N.S.S.F
* Preparing and maintaining the budget
* Payments of KRA using it ax systems and VAT computations and returns.
* Maintaining petty cash and record of its expenditure.
* Withholding tax returns, schedules in excel and filling.
* Service charge account.
* Assisting in any other areas of office duties are required to do so by the management.
* Maintaining a filling system.

Jan2011 - Dec 2012**: Enoomatasiani Girls Secondary School**

***Position: Accountant/Financial Advisor/Office Admin/Bursar***

* Posting all accounting transaction in the software.
* Responsible for collection, issuing payments instructions, reconciliation and adequate funding of bank accounts.
* Maintenance, storage and retrievals of files and documents for access and security.
* Prepare, process, record and manage the payroll monthly end accruals this includes making statutory deduction.
* Oversight on petty cash and imp rest administration ensuring branches are adequately replenished at all times.
* Ensure control accounts and bank accounts reconciliation are carried out on timely basis.
* Assist in production of financial statements, financial projections and application preparation of spreadsheet reports as and when required.
* Ensure creditors and suppliers are managed satisfactorily.
* Respond to telephone inquiries and place outgoing calls.
* Draft correspondence and reports and proof read documents.
* Ensuring all accounting ledgers are well updated on a daily basis.

July 2010 - Dec 2010**: Kenya Tea Development Authority**

***Position: Intern***

* Receiving of customers receipts and inputting them into the company system.
* Doing some data analysis.
* General office maintenance.
* Assistance to the manager.

**EDUCATIONAL BACKGROUND**

2006 - 2010: Jomo Kenyatta University of Agriculture & Technology

**Bachelor of Commerce & Business Administration**

2002 - 2005: Mugoiri Girls High School

**Kenya Certificate of Secondary Education**

1993 - 2001: D.E.B Primary Loitokitok, Rombo Girls, Highvisioned Academy

**Kenya Certificate of Primary Education**

**PROFESSIONAL QUALIFICATIONS**

* Pursuing C.P.A (Sec III-IV)

**AVAILABILITY**

Available on request

**EXPECTED SALARY**

Open to negotiation.

**REFEREES**

Duncan Nyakundi

Unit Manager

Kiamokama Tea Factory

Tel: +254725 571 357

Mary Njeri Gitau

Finance Manager

Telagen Group Of Companies

Tel:+254720858240

Francis Gicheha Muku.

School Principal

Enoomatasiani Girls High School

Tel:=2540721532184