

ZABRON MBURU MBATI

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## **PERSONAL DETAILS**

- Date of birth 12<sup>th</sup> June 1986
- Marital Status Married
- Nationality Kenyan

## **CAREER OBJECTIVE**

Being committed to the organization, its goals and objectives, upholding ethical values of transparency, accountability and efficiency so as my profession may be an asset rather than cost.

## **ACADEMIC QUALIFICATIONS**

- Jomo Kenyatta University of Agriculture and Technology, Bachelor of Commerce - Accounting, 2<sup>nd</sup> Upper, Feb 2008- Dec 2011.
- Saba Saba Secondary School, mean grade B+. May 2002- Nov 2005.
- Karugia Primary School, 310 marks out of 500, Jan 1992- Nov 2001

## **WORK EXPERIENCE**

May 2015 to date - Pharmart ABC and Affiliate Companies.

### **Accountant-Duties and responsibilities**

- Financial reporting.
- Payroll Management
- Budgeting and petty cash management.

- Returns: VAT and PAYE on iTax.
- Invoicing, posting and payments.
- Overall accountant in four branches, Pharmart ABC Chemist Ltd, Pharmart Galleria Chemist Ltd, Portal Pharmacy Ltd and Centurion Pharmacy Ltd.

July 2013 to March 2015 – Ariel Technology Ltd

**Senior Sales and Accounting Officer -Duties and responsibilities**

- Financial reporting.
- Organizational budgeting - monthly and yearly budgets.
- Petty cash management and running.
- Setting sales targets and monitoring the targets weekly.
- Invoicing and generation of sales reports.
- Credit control for the organization.
- Returns: VAT and Statutory deductions-PAYE, NHIF and NSSF.
- Payroll management.

January 2013 to June 2013- Versatile Systems Ltd

**Leads Sales Executive – Duties and responsibilities**

- Market identification, planning and exploitation.
- Identification of market needs, college and university needs of marketing.
- Budgeting of door to door marketing, printed marketing and E-marketing tools, materials and equipment.
- Grounding of monthly sales reports.
- Supervision and allocation of duties to marketers.
- Interviewing of sales and marketing assistants along with directors.

May 2012 to October 2012- Imani Rehabilitation Agency

**Assistant Accountant- Duties and responsibilities**

- Offering assistance in preparation and presentation of financial statements.

- Maintenance and handling of petty cash.
- Writing proposals to donors to support new and existing projects.
- Projects identification, implementation and evaluation for their viability and sustainability.
- Receiving, banking and reconciliation of monetary donations.
- Work certification and approval of payments to contractors and other casual workers.

March 2007 to February 2008- Acacia Medical Centre Ltd

**Finance Billing Assistant - Duties and responsibilities.**

- Maintain billing file/records by batch in accordance with the established protocol.
- Daily data entry into computer to assure accuracy of billing for all services rendered in patients account.
- Responsible for sending the electronic claims to all private insurance for Medical and Medicare patients/beneficiaries.
- Reviewing weekly and monthly reports printed. Making arithmetic calculations and check various statistical and accounting tables and reports as required.

**OTHER EXPERIENCES**

- April 2012- worked at Resolution health E.A ltd as an assistant account manager.
- February to April 2011- undertook industrial attachment training with County Council of Maragua - accounting and internal audit departments.
- March 2010 to July 2010- worked as a Gaichanjiru Ward Head clerk, during voter registration exercise.

**PROFESSIONAL SKILLS**

- Fully conversant with computer application packages
- Fully conversant with accounting application packages Quick books, Sage and Pastel.

**HOBBIES AND INTERESTS**

- Playing football.

- Travelling
- Socializing

## **REFEREES**

1. Dr. Sammy Thuita,  
Managing Director,  
Pharmart ABC, Pharmart Galleria and Portal Pharmacy.  
P.O Box 10267 - 00100, Nairobi.  
Cell No. +254 723755170
2. Mr. Joseph M Muriithi,  
Senior Accountant,  
Imani Rehabilitation Agency,  
P.O Box 71589-00610, Nairobi.  
Cell No. +254 725 160 621
3. Mr. John Munyiri,  
Managing Director,  
Ariel Technology Limited,  
P.O Box 996- 00618, Nairobi.  
Cell No. +254 722 814750