**FAITHJOY WAWIRA KATHUKU**

**Tel No; 0725117458.**

**Email:**joyfaith88@yahoo.com

**Personal information**

**Sex:** Female

**Nationality:** Kenyan

**Language skills**: English, Kiswahili.

**OBJECTIVE:**

To demonstrate professional competence and to utilize my accounting knowledge in ensuring that the organisation realises its goals and objectives while still developing my career.

**PROFESSIONAL QUALIFICATIONS:**

* CPA 3 (sec 5)
* CPA 2 (Certified Public Accountant)
* CPA 1 (Certified Public Accountant)

**ACADEMIC QUALIFICATIONS:**

* Kenya Certificate of Secondary Education (K.C.S.E.), Mean grade B-,

St. Peters and Paul Sec .School, 2002 – 2005.

* Kenya Certificate of Primary Education (K.C.P.E), mean grade B.

Kamiu Primary School, 1994- 2001.

**Other courses**

* Certificate in accounting packages; QuickBooks,
* Certificate in computer applications (Microsoft word, excel, access, PowerPoint, publisher, E-mail and internet.
* Certificate in Community based first aid course, Kenya Red Cross Society.
* Basic first aid (Basic HIV/AIDS education, Diarrhoea and dehydration, fever, emergency childbirth, common diseases and basic Firefighting skills.) - Kenya Red Cross Society.
* Certificate in life skills which include HIV/AIDS, Awareness, Drug abuse, Peer education-Plan international.

**WORK EXPERIENCE**

**Accountant**

**Kenya Women Finance Bank- 2010 to date.**

**Duties and Responsibilities**

**Overall Job Function:** Responsible for processing field requests and teller services while ensuring compliance to Banking policies and regulations.

**Key responsibilities include but are not limited to:**

* File and label documents for easy tracing and ensuring document safety.
* Review all field requests for completeness, accuracy and consistency based on the laid down cost category budget limits.
* Receipt client’s amounts and bank reconciliations.
* Prepare review remarks for each claim to inform the beneficiary any reasons for amounts reduction in a clear and concise manner.
* Review loan payments to ensure compliance with internal policies and verify rightful beneficiaries are paid
* Managing company assets and overall maintenance of internal controls.
* Support in preparation of various reports.
* Provide secretarial duties during loan committees, branch meetings and also in charge of all incomings and out going parcels.
* Prepare imprest claims and monthly reconciliations of imprest account.
* Any other roles assigned

**Customer care.**

**British American Insurance Co. Embu,-October 2009**

**Duties and responsibilities**

* Ensuring policy documents are well prepared and with satisfactory supporting documents.
* Ensuring filing of documents is done in a timely and accurate manner.
* Review transactions for completeness and accuracy including proper authorisation for payment processing.
* Customer service and responding to the clients queries.
* General administration duties.

**REFEREES**

1. Jessica Tunya,

British American Insurance Company,

Bungoma.

Cellphone:0721829514.

2. Dorothy Wairimu,

Kenya Women Finance Bank.

Mombasa.

Cellphone:0725158798.

3. Christine Kagoh,

Mbeu-Catholic Organisation,

Embu.

Cellphone:0722700847