**CURRICULUM VITAE**

**ROSE WAITHERERO KINGITHA**

**CURRENT ADDRESS**

P.O BOX 2750 - 01000

THIKA.

Cell Phone: 0713-261402, 0725-836720

Email***:*** [*rozziekingsa@yahoo.com*](http://us.mc1129.mail.yahoo.com/mc/compose?to=rozziekingsa@yahoo.com)

**A: PERSONAL DETAILS**

NAME:                        ROSE WAITHERERO KINGITHA

DATE OF BIRTH:       1980.

SEX:                              FEMALE.

RELIGION:                  CHRISTIAN.

MARITAL STATUS:   SINGLE.

NATIONALITY:          KENYAN

LANGUAGES:             ENGLISH & KISWAHILI.

**WORKING EXPERIENCE**.

**Currently: Gichocho Building Contractors CO LTD**

**POSITION:  Accountant.**

**Duties & responsibility**.

-Assigning duties to juniors.

 -Preparation of statutory returns

 -Bank reconciliation.

 -Maintenance of petty cash.

 -Book keeping.

 -Preparation of payment vouchers.

 -Preparation of financial statements

 - Filling of receipts

- Preparing tender documents

-Banking.

-Preparation of pay roll.

-Preparation of tender document.

- Filing returns on I tax

**2006-2009 NJEMA VICTORY CONSULTANTS**

POSITION: Assistant Accountant.

**Duties and Responsibility**.

 -Preparation of tax returns.

 -Bank reconciliation.

 -Maintenance of petty cash.

 -Book keeping.

 -Preparation of payment vouchers.

 -Preparation of financial statements

 -Filling

- Banking

-I tax filing

**B: EDUCATIONAL AND PROFFESSIONAL BACKGROUND**

**KCA UNIVERSITY**

**YEAR                                          COURSE                                       EXAM BODY**

**2015-2016 currently pursuing sec 6**

**CPA part 3 sec 5- passed KASNEB**

**Star college of management studies**

**YEAR                                          COURSE**

**2006-2007                       CPA part 2-Passed                         KASNEB**

**Subjects Studied:-**

Sec 4:-Financial Accounting 3, Quantitative Techniques and Law 2.

Sec 3: Financial Management, Financial Reporting and Management Information Systems.

**2005-2006                     CPA PART 1-PASSED                          KASNEB**

**Subjects studied**:-

Sec 2: Exempted after passing KATC Final.

Sec 1: Financial Accounting 1, Commercial Law 1 and Economics

**2004-2005                        KATC-PASSED                                    KASNEB**

**Subjects studied**:-

KATC Final: Financial Accounting, Auditing, Cost Accounting, Taxation and Information Technology.

KATC 1: Foundation of Accounting, Business studies, Statistics, Office Administration and Elements of Law.

**Presbyterian Emmanuel College**

2003**COMPUTER PACKAGES**.

  -MS Windows

  -MS Word.

 -MS Excel

 - MS Power point

 -MS Access

 -QuickBooks

  -MS Page maker

 - Networking essentials

**1996-2000                       O-LEVEL –PASSED                               KNEC**

Studied at Gituru secondary school.

**1986-1995                        K.C.P.E –PASSED                                  KNEC**

Studied at Ndakaini primary school.

**OTHER CERTIFICATES**

**Certificate in Basic 1 and 2 for Boys and Girls brigade**

**C: HOBBIES**.

-Watching TV

-playing volley ball

-Making friends

-Helping the needy

REFFERENCE:

a)  Phillip Gichuri Gacokia

     P.o Box 868 ,

     Eldoret.

     Mobile No.0724-790772

b)  Njema victory consultants

     P.o Box 13315 -00400

             Nairobi

             Tel: 254-020-343748

             Mobile No: 0722-937314

c)    ROSELYNE ALING'

       REGISTRAR STAR COLLEGE OF MANAGEMENT STUDIES

       P.O BOX 837-00200

       NAIROBI

       TEL: 020-341697