**CURRICULUM VITAE**

PERSONAL INFORMATION

NAME: Rosalyn Wanjiku Njogu

DATE OF BIRTH: 13 January 1992

ADDRESS: P.O. Box 103310-00101 Nairobi

RESIDENCE: Nairobi

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PERSONAL ATTRIBUTES

* Good Interpersonal skills and ability to work as a team
* Ability to handle confidential information in a discreet and professional manner
* Highly motivated
* Solution oriented
* Time conscious
* Self-disciplined
* Reliable

PROFFESIONAL ACHIEVEMENTS

At MMC Africa Law I was able to increase revenue collection by sound debtors management and collection of fees from clients this has enabled me hit revenue collection targets on several occasions.

WORKING EXPERIENCE

July 2017 to date: Accountant at Bowyer Mahihu and Company Advocates Nairobi Office

* Debt collection of outstanding fees in close liaison with the partner
* Monthly preparation of financial reports that is collections reports, Profit and Loss, Inter-branch accounts and Revenue reports per each advocate.
* Ensuring that the appropriate journal entries are passed on in the files manually and in the system.
* Bank reconciliations.
* Dealing with the office suppliers and ensuring timely settlement of invoices as per the Firm’s policy.
* Timely procurement of office supplies and maintaining appropriate re-order levels of stationery in the most cost effective manner.
* Maintaining efficiency, cost effectiveness and integrity in the normal day to day running of the office expenses and petty cash.
* Computing and filing VAT,NSSF and NHIF returns

September 2015 to June 2017: Accountant In Charge of Mombasa Branch - MMC AFRICA LAW

* Timely preparation of the financial reports, that is, Trial balance, Profit and loss, Balance sheet, and analysis of the department’s total billings and receipts reports, high and low value clients.
* Work with the partner in charge on the collections of the legal fees as per the Letter of engagement, and in close liaison with the advocates.
* Ensuring that the appropriate journal entries are passed on in the files manually and in the system.
* Bank reconciliations.
* Dealing with the office suppliers and ensuring timely settlement of invoices as per the Firm’s policy.
* Timely procurement of office supplies and maintaining appropriate re-order levels of stationery in the most cost effective manner.
* Ensuring a well-arranged filling system is maintained for all the paper documentation for the Accounts Department.
* Safe keeping and retrieval of original titles and documents to the relevant staff and ensuring responsibility is exercised in the process by way of signatures.
* Following up on the collection of the withholding tax certificates from the customers.
* Posting of the approved supplier invoices.
* Maintaining efficiency, cost effectiveness and integrity in the normal day to day running of the office expenses and with the approval of the partner.
* Creating weekly and monthly Revenue Reports and reporting to the partners
* Preparing a debtors listing report for onward reporting and discussion with the partners

January 2013 to December 2014: Accountant Assistant-Ocean Auto (K) LTD

Responsibilities:

* Bank reconciliations
* Verifying, tracking and posting details of sales transactions
* Review and maintenance of account records
* Accounts payable and accounts receivable
* Computing and filing VAT,NSSF and NHIF returns
* Making monthly reports of security services, water sales and car sales
* General administration duties

August 2012 – November 2012 -Sarova White Sands Beach Resort & Spa

Position – Intern

* Credit Control
* Stock take and stock control
* Food and Beverage control
* Bank reconciliations
* Accounts Payable
* Revenue Control
* Preparation of VAT returns and Catering Levy returns

PROFESSIONAL QUALIFICATION

Currently Pursuing ; Bachelor of Commerce

Mount Kenya University

July 2012 –June 2013; CPA Part II Section 4-Pass

*Visions Institute of Professionals-Mombasa*

July 2011-June 2012; CPA Part II Section 3-Pass

*Visions Institute of Professionals-Mombasa*

January 2011-June 2011; CPA Part 1 Section 2-Pass

*Vision Institute of Professionals- Mombasa*

June 2010-December 2010; CPA Part 1 Section1 - Pass

*Visions Institute of Professionals*

OTHER SKILLS

* Pastel accounting software
* QuickBooks Accounting software
* MS office Packages

EDUCATION BACKGROUND

2005 – 2008: Naromoru Girls high School.

Kenya Certificate of Primary Education

Grade: B-

1997 – 2004: Brookfield Academy

Kenya Certificate of Primary Education

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LEADERSHIP ROLES

* Involved in AIDS Awareness campaign in Kibera slums organized by church youth group as group leader
* Planning and Leading MMC Africa law team members at team building events

HOBBIES

* Traveling and visiting Sceneries
* Jogging
* Watching documentaries
* Reading Inspirational Books

REFEREES:

1. Peter Dede,

Associate Advocate,

MMC Africa Law,

Tel: 0711188772

2. Anicoh Nathaniel

Cost Accountant

Best Western premier

Tel:0717843085

3. Wilfred Bogonko,

Human Resouce Co-ordinator,

Bidco-Land O Lakes Ltd,

Tel: 0723064531