CURRICULUM VITAE

**Name**  : Jasan Ndirangu Kiiru

**Address** : P.O Box 10328-30100

Eldoret, Kenya

**Cell phone** : +254-0721-280-744

**E-mail**  : jasankiiru@gmail.com

**Date of Birth**  : 2nd May 1980

**Marital Status** : Married with three children

**ACADEMIC QUALIFICATIONS**

Jan ‘14 – Date **Doctor of Philosophy in Business Administration-Finance**

Department of Economics and Finance, JKUAT, Kitale Campus.

09/2011 – 10/2013 **Masters of Business Administration-Financial Management**

Department of Business Administration, CUEA, Eldoret Campus.

**(Second Class Honors-upper division)**

08/2015- to date **Postgraduate Diploma in Education (Business/Economics)**

Department of Education, Kisii University, Eldoret Campus.

08/2008-12/2010 **Bachelor of Business Administration (Second Class - Upper Division)**

Majors: Finance and Banking

Moi University Main Campus.

**PROFFESSIONAL QUALIFICATIONS**

Dec 2004:Certified Public Accountant (CPA K).

June 2014 : Certifies Public Secretarial Part Two (CPS II).

April 2010 : Certified Computerized Accounting-KCA UNIVERSITY.

July 2010 : ACCA Trainer of Trainers.

May 2007 : Associate Member, Kenya Institute of Management, (KIM).

**Professional Profile**

* Managing and supervising the collection and use of finance with an education institution as evidenced in my work experience.
* Formulating, discussing and implementing the various financial plans offered by the management team as demonstrated by the administrative responsibilities I have been performing.
* Analysis of computerized management accounting and applying the information in making management decisions.
* Preparation of budgets, forecasts and business planning half yearly and tabling in the management committee members.
* Managing the finance department and the entire staff team especially in revenues and expenditure control.
* Filing tax returns.
* Giving financial advice to clients by interpreting financial statements.
* Auditing books of accounts.
* Preparation of books of accounts.
* Excellent working knowledge of computerized accounting, Word, Excel, QuickBooks, PowerPoint.

**EMPLOYMENT RECORD**

2014-to date : Senior auditor, Sam Consultants-CPA.

2015-2016 : Part-time lecturer, School of Business, CUEA, Eldoret Campus

Specialized in teaching Accounting for Assets.

: Part-time lecturer, Kisii University, Eldoret Campus,

Specialized in Teaching Cost Accounting

2011-2013 : Senior accountant, Minimock Agencies LTD.

2003- 2010 : Finance Administrator, Aberdeen College of

Accountancy, Eldoret.

: Lecturer in Financial Management, Advanced Financial Management and Quantitative Techniques.

2006 - 2009 : Part-time Lecturer, Kenya Institute of Management, Specialized

in Teaching Financial Management

**AVAILABILITY:** :Immediately

**REFEREES**

Dr. Grace Gitahi,

Lecturer School of Business,

Kirinyaga University

P.o Box 143-30100,

Kerugoya.

Tel: 0722477006

Erastus Kyalo Ndolo,

Finance Director,

Minimock Agencies ltd.

Tel-0724663442

Patrick Lihanda.

Tax consultant.

Sam consultants-CPA.

Tel-0710754544.