

# **CURRICULUM VITAE**

**BEATRICE NJERI MUCHICHU**

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## **PERSONAL DETAILS**

**YEAR OF BIRTH** : 1975  
**SEX** : Female  
**MARITAL STATUS** : Married  
**NATIONALITY** : Kenyan

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**CAREER OBJECTIVES** : To work in a leading organization where there are challenges that will lead to both my career and personal development.

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## **ACADEMIC QUALIFICATION**

**2020** : B com degree ongoing

## **PROFESSIONAL QUALIFICATION**

December 2010 : CPA (K)

## **EDUCATIONAL BACKGROUND**

**1992** : Kenya certificate of Secondary Education (KCSE)-Nyandarua High school,Nyandarua.  
Grade obtained: C (Plain)

## **WORKING EXPERIENCE**

**August, 2016 to date:** Assistant Internal Auditor, University of Nairobi-Student Welfare Authority

**September, 2010 to July 2016:** Assistant Internal Auditor, University of Nairobi-College of Biological and Physical Sciences

## **DUTIES AND RESPONSIBILITIES**

- Preparing timely, detailed, accurate observations and reports
- Assist in planning phase on assigned segments work
- Review internal control systems and report any weaknesses
- Report on systems and procedures in terms of economy and effectiveness

- Undertake special audit investigations and report findings
- Review internal controls in revenue collections and accountings
- Ensure University assets, supplies, stores are appropriately recorded in the relevant registers, maintained and kept safely
- Participate in end of year stock taking and board of survey
- Checking bank reconciliations
- Verifying payments and procurement documents

**February, 2010 to August, 2010:**University of Nairobi Central Stores

**DUTIES AND RESPONSIBILITIES**

- Processing of suppliers payments
- Monitoring price changes and updating the price schedules
- Preparing quotation for goods ordered
- Maintaining stock records
- Preparing monthly Financial Reports
- Monitoring stock levels to ensure optimum stock levels are kept
- Issuing of pro-forma invoices

**1998 to January, 2010:** Accounts Assistant, University of Nairobi-College of Agriculture and Veterinary Sciences

**DUTIES AND RESPONSIBILITIES**

- Collecting and banking revenue
- Processing cheques
- Processing cash and cheque payments
- Preparing invoices
- Maintaining Income Generating Units ledger
- Preparing monthly Income and Expenditure Statements
- Preparing Journal Entries
- Maintaining Creditors Ledger
- Maintaining Debtors Ledger
- Maintaining Cash Book
- Preparing Bank Reconciliation Statements
- Maintaining Official Advances Register
- Operating Petty cash
- Processing payments

**OTHER TRAININGS**

- 1998 to 1999** :
- Computer training at the University of Nairobi
  - Ms-Excel
  - Ms-Word
  - Windows 1995
  - Sage ACCPAC

### **INTERESTS AND HOBBIES**

- Listening to Gospel Music
- Reading
- Travelling

### **REFEREES**

<b>Prof. Agnes W. Mwang'ombe</b>	<b>Mrs. Anna Muriungi</b>	<b>Ms. Rachel N. Kairu</b>
University of Nairobi-CAVS	Senior Internal Auditor	Senior Internal Auditor
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