

CURRICULUM VITAE

1. BIO DATA

Name: MUCHENE DAVID KIGERA
P.O. Box 42, Uthiru
Tel; 0721831577, 0738743392

Email: dmkigera@yahoo.com

Religion: Christian

Marital status: Married

Nationality: Kenyan

Languages: English and Kiswahili.

2. CAREER OBJECTIVE

A highly self motivated professional Accountant in a centre of academic excellence.

3. ACADEMIC QUALIFICATION

May 2009 Bachelor of Business Administration
Kenya Methodist University

1992 – 1995 Kenya Certificate of Secondary Education

1984 – 1991 Kenya Certificate of Primary Education

4. PROFESSIONAL QUALIFICATION:

2009 Certified Public Accountants Part Three
(Section Five and Six)

2005 Certified Public Accountants Part Two
(Section Three and Four)

1999: Certified Public Accountants Part One
(Section One and Two)

1998 Kenya Accountants Technician Certificate
(Intermediate and Final Sections)

Computer Packages

1997 QuickBooks professional
Kenya College of Accountancy

- Ms- Excel
- Ms- Word

Sage Accounting

- Sales Ledger
- Purchases Ledger
- Nominal Ledger
- Stock Control Introduction

- Sales Order Processing
- Purchasing Order Processing
- General Introduction to utilities

5. PROFESSIONAL COURSES AND WORKSHOPS ATTENDED
University of Nairobi

January 2008	ISO 9001:2000 Awareness Course
February 2008	ISO Sensitization Workshop – Tigoni
June 2010	Performance Contract Management Information System (PCMIS), School of Computing and Informatics
August 2010	African International Business and Management Conference, KICC, Nairobi, Kenya
November 2010	Students Management Information Systems (SMIS), School of Computing and Informatics

6. WORKING EXPERIENCE

2003 to date: Bursar’s Office, Finance Department

College of Humanities and Social Sciences, University of Nairobi

Designation: Accounts Assistant

Duties:

- Preparing monthly Income and Expenditure and other financial monthly reports for the college
- Preparation of the College’s Performance Contract reports both quarterly and annually
- Preparing credit vouchers for both fess collection and income generating units for posting in the Budgetary and Financial Accounting Management Information System
- Updating the Budgetary and Financial Accounting Management Information System on daily basis
- Preparing College’s VAT and PAYE returns and remitting the same to Kenya Revenue Authority
- Preparation of relevant financial reports for research grants within the college
- Preparation of the bank reconciliation
- Preparation and reconciliation of the College’s final accounts
- Computation of gratuity payments
- Keeping an organized filing system of all financial documents
- Preparing payment vouchers

7. Special Duties in the College

- Member of College Performance Contracting Secretariat

8. REFEREES

- (i) **Mr. Patrick O. Agutu**
Deputy Finance Officer (R)
University of Nairobi
P.O. Box 30197-00100
Nairobi.
Tel; 02-3182624 Ext. 28406
- (ii) **Mrs. Jeanette M. Oloo,**
College Bursar
College of Humanities and Social Sciences
P.O. Box 30197-00100
Nairobi.
Tel; 318262 Ext. 28098
- (iii) **Prof. D. H. Kiiru**
Associate Professor
Department of Literature
P.O. Box 30197 - 00100
Nairobi.
Tel; 254721546947

Signature: **Date:**