

CURRICULUM VITAE

CAREER OBJECTIVE

ACCOUNTING AND FINANCIAL MANAGEMENT.

- Develop and maintain effective accounting systems and procedures.
- Maintain accurate books of accounts and prepare financial statements and reports. Preparation of payroll and filing of statutory deduction returns. Installation, support and administration of accounting software.
- Developing the strength of Internal Control System [ICS]

PERSONAL INFORMATION

NAME: Grace Njambi Njenga

BIRTH DATE: 26th November

GENDER: Female

NATIONALITY: Kenyan

LANGUAGE English, Kiswahili, Kikuyu

MARITAL STATUS: Married

CONTACT INFORMATION

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PROFESSIONAL EXPERIENCE

DESIGNATION:			
Accounts assistant		2008	To date

ORGANIZATION NAME: University of Nairobi

