

CURRICULUM VITAE

PERSONAL DETAILS

NAME: - Anne Wairimu Ngotho

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LANGUAGES: - English, Kiswahili.

CAREER OBJECTIVE

Seek relevant and challenging position in an enabling work environment, which allows for full utilization and development of my leadership, organizational, communication and administrative skills besides harnessing functional skills to work in a complex and dynamic organization.

WORKING EXPERIENCE

2010 - To date

University of Nairobi

Position

Accountant

Duties

- Updating students' accounts.
- Invoicing students for fees payables and providing fees statements.
- Confirming students' billing for clearing, caution refunds and other purposes.
- Providing professional, prompt, courteous services to all students.
- Clearing students of their financial obligations for graduation and other purposes.
- Preparation of budget proposals for the units.
- Reconciliation of the fees received.
- Debtors collection.

2008 – 2010

University of Nairobi (Student Welfare Authority)

Position

Accounts Assistant

Duties

- Bank reconciliation.
- Invoicing supplier.
- Liaising with supplier on payments and invoicing issue.
- Updating cashbook on daily basis.
- Reconciling of the supplier's accounts.

- Preparation of withholding tax from supplier's payment.
- 2006 - 2007**

Naku Modern Feeds Ltd

Position

Accounts Assistant

Duties

- Reconciliation of the stock.
- Preparation of payroll summaries.

2005 – 2006

MwendiWega Sacco Society

Position

Accountant

Duties

- Posting receipts and payment to vouchers to cash journal.
- Bank reconciliation.
- Attending to member's queries.

2004 – 2005

Com 21 Ltd

Position

Cashier & Sales Representative

Duties

- Stocktaking.
- Data entry.
- Stock Reconciliation.

PROFESSIONAL TRAINING

UNIVERSITY OF NAIROBI

MASTERS OF SCIENCE (FINANCE)

CATHOLIC UNIVERSITY OF EASTERN AFRICA

BACHELOR OF COMMERCE GRADUATE

STRATHMORE UNIVERSITY

CPA GRADUATE

KENYA SCHOOL OF PROFESSIONAL STUDIES

KATC FINALIST

COMPUTER LITERACY

- | | |
|----------------|--------------------|
| 1. Quick books | 4. Sage Accounting |
| 2. Ms Excel | 5. Ms Word |
| 3. Ms Windows | 6. Ms Dos |

EDUCATIONAL BACKGROUND

- | | |
|--------------------|-----------------------------|
| 1993 – 1996 | Gathirimu Girls High School |
| 1985 – 1992 | Kawangware Primary School |

PROFESSIONAL AFFILIATIONS

A member of the Institute of Certified Public Accountants of Kenya (ICPAK)

Trained in Internal Quality Auditing

Trained in fire safety awareness

Trained in effective report writing

Trained in effective management and leadership

REFEREES

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