

CURRICULUM VITAE

Juliet N. Mwangi

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PERSONAL INFORMATION

DATE OF BIRTH	:	1 st March 1988
GENDER	:	Female
NATIONALITY	:	Kenyan
MARITAL STATUS	:	Single
RELIGION	:	Christian

CAREER OBJECTIVE

To pursue and nurture a career in the business field that offers challenges and career growth and to be able to contribute substantially to the field and society both locally and internationally.

To be an innovator in my field and contribute significantly to the development and enhancement of successful financial systems in line with the various financial, accounting and auditing standards.

WORK EXPERIENCE

Jan 2012 - To Date : **The University Of Nairobi**

At the College of Health Sciences, Obstetrics and Gynaecology department, I prepare budgets for various projects for proposals seeking to be funded through U.S grants, co-ordinate grant management, prepare Invoices and Statements of Account for the various projects, prepare documentation in support of Authority to Incur Expenditures, manage project petty cash as well as reconcile.

I also prepare books of accounts and reports for audits and ensure that the financial documents are in line with International Audit Standards that apply to the University, reconcile various votes and ensure administration of money is in line with various funder's policies and guidelines, process payroll for various project staff, preparation of various payments among others.

Dec 2010 - Jan 2012 : **LANTech (Africa) Limited**

In the Finance & Administration Department I carried out various tasks such filing the statutory returns - PAYE, VAT & Excise & Custom duty, Income Tax, calculation of Withholding Tax, preparing the final accounts and statements for audit reports, analyzing bid bonds, credit facilities, airway bills & bills of lading and coordinating payments, preparing bank reconciliations and reports, Preparing Invoices and reconciling the VAT/ Withholding VAT account, creating bank correspondences, coming up with an audit file through various source document analysis and working on the payroll system among others.

June 2010 - Nov 2010 : **Local Authorities Pension Trust**

I gained experience in Finance and Accounting fields and as part of a strong team I undertook data analysis from field work. Some of my duties were updating member statements, preparation of monthly debt movement schedule, generating sponsor statements, preparation of various reports for various councils among others.

Jan 2006 - Dec 2009 : **Muturi Kihara & Associates
Certified Public Accountants(K)**

Did my Industrial Attachment and field assignments, where I got trained in the basics of Accounting in real life situations of a diverse range of industries including bank reconciliations, preparation of journals and ledger accounts, posting transactions from source documents, extraction of trial balance. I was later employed thus gaining further experience as I completed my degree studies.

PROFESSIONAL QUALIFICATIONS

Jun 2013	:	Kenya Accountants & Secretaries National Examination Board CPA Part III	(Awaiting results for one paper)
Jun 2011	:	Kenya Accountants & Secretaries National Examination Board CPA Part II	(Qualified)
Jan 2011	:	Visions Institute of Professionals Accounting Package- Pastel	(Qualified)
Dec 2008	:	Kenya Accountants & Secretaries National Examination Board CPA Part I	(Qualified)

EDUCATIONAL BACKGROUND

Sept 2007 - Dec 2010	:	Bachelor of Commerce Major in Finance Option & Minor in Marketing 2 nd class Honors University Of Nairobi
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May 2006 - July 2007 : Diploma in Business Management
University Of Nairobi

2002 – 2005 : Kenya Certificate of Secondary Education
Moi Girls School Nairobi

1994 – 2001 : Kenya Certificate of Primary Education
Donholm Primary School

OTHER TRAINING

Attained International Computer Driving Licence in July 2006, Institute of Advanced Technology

Excellent in Microsoft Office Suite (Word processing, Excel spreadsheets, Power Point presentations, Access databases, Windows, Information and Communication & Basic concepts of IT), Institute of Advanced Technology

Proficient in Sage Pastel and QuickBooks Accounting software, Visions Institute of Professionals

Working knowledge of Office Dynamics Microsoft Navision, Pension Administration System (FUNDMASTER) at Local Authorities Pension Trust

COMMUNITY SERVICE ACTIVITIES

Participated in a tree planting exercise during the launch of "Plant for the Planet" held by United Nations Environment Programme on 8th February, 2003.

Participated in clerical services at the University of Nairobi Health Services during my high school.

OTHER ACHIEVEMENTS

Member of President's Awards Scheme - attained Bronze, Silver and Gold level Awards in the President's Award Scheme

Attained certificate in First Aid, leadership, planning, time management, decision making and problem solving, and fire fighting activities

Participated in the scouts movement as a brownie, Girl Guide and ranger

Participated in Drama at both provincial and National levels

INTERESTS

Reading, Travelling, Mountain climbing, socializing

REFEREES

Musili Nzambu,
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