

Martin Kirimi Kamundi

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OBJECTIVE

Results-orientated accounting professional with broad experience in a deadline-driven environment. Proven track record in consistently and effectively delivering accounting services that enhance the company's purpose and profitability. Creative, self-motivated, committed, able to adapt easily, goal oriented and a team player.

EXPERIENCE

Assistant Accountant CESSP-University of Nairobi - University of Nairobi

December-2015 - Currently

- Preparation of cheque and cash payment vouchers.
- Preparation of financial reports
- Preparation and reconciliations of end month journals.
- Follow up debt collection as per allocated accounts.
- Bank reconciliation.
- Responsible for processing of journals, invoices and other financial transactions across all University financial activities

Internal Audit University of Nairobi - Nairobi

August-2014 - December-2015

- preparing draft audit test procedures, draft notifications and request for information Memos.
- carrying out audit tests on internal controls in accounting, administration and operational procedures.
- ensuring that the audit working and paper files are complete and well referenced. reviewing prepared audit test procedures, drafts notifications and request for information Memos.
- carrying out audit tests on internal controls in accounting, administration and operational procedures.
- preparing draft audit reports.
- preparing draft risk based audit plans, programmes and schedules.
- examining and evaluating internal controls to ascertain their adequacy and make recommendations for improvement.

Accounts Assistant CESSP-University of Nairobi - Nairobi main campus

May-2012 - August-2014

- Responsible for processing of journals, invoices and other financial transactions across all University financial activities
- Preparation of and reconciliation of accounts
- Generate financial statements and facilitate account closing procedures each month.
- Maintain filing systems for accounting documents and vouchers * Recording and receipting of incoming institutional cheques.
- Assist in preparation of the year-end audit schedules for the field accounts Reconciliation of the office accounts.
- Compose effective accounting reports summarizing accounts payable data.
- Receiving and processing all invoices, expense forms and requests for payment

Junior Accountant UNES Limited - University of Nairobi

June-2011 - May-2012

- Preparation payments to credit customers.
 - Receipting of cash and cheque receipts in the account office.
 - Maintaining complete and up to date records in account office.
 - Cash sales analysis on dairy basis
 - Monthly sales/revenue report generation.
 - Reviewed and approved billing invoices and expense reports.
 - Conducted cost, schedule, contract performance, variance and risk analysis.
 - Offered feedback to management on the effectiveness of strategies, selling programs and initiatives.
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EDUCATION

M.B.A FINANCE UNIVERSITY OF NAIROBI - NAIROBI

2015

Bachelor of Commerce JKUAT - Nairobi

2010

KCSE Nkubu High School - Nkubu

2006

KCPE Consolata Primary School

2002

SKILLS

Enthusiastic people person, advanced problem-solving, great organizational skills, Efficient multi-tasker

ACHIEVEMENTS

- **Accounting Skills**

Operated computers programmed with accounting software to record, store, and analyze information

- **General Ledger Accounts**

Maintained accurate accounts including cash, inventory, prepaid, fixed assets, accounts payable, accrued expenses and line of credit transactions

- **Data Organization**

Improved office organization by compiling quarterly budget reports, financial spreadsheets, organizational charts and company data reports using advanced Microsoft Excel functions.

- **Customer Service**

Handled customers effectively by identifying needs, quickly gaining trust, approaching complex situations and resolving problems to maximize efficiency.

CERTIFICATIONS & COURSES

certified public accountant section 2

REFERENCES

- Eric Muriithi,
Senior Auditor,
Barclays bank
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