
CURRICULUM VITAE

MERCY KINYA MWIRIGI

P. O Box 30586-00100, Nairobi.

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A: Personal Profile.

NATIONALITY: Kenyan.

SEX: Female.

B: Career Objective.

To secure a position in a growth oriented organization where I can optimally utilize my professional skills and strong educational background while gaining relevant training.

C: Core Competencies.

- Team playing skills.
- Accuracy.
- Care for resources.
- Execution of instructions.
- Interpersonal skills.
- Analytical skills.
- Records Management Skills.

D: Personal Qualities.

- Ability to take instructions.
- Good communication skills.
- Good knowledge in the professional field of specialization.
- Ability to get well with diverse workforce.
- Good organizational and supervisory skills.

E: Education Background.

2011 - 2013: **Mount Kenya University**
Bachelor of Commerce (Finance Option)
[2nd Class-Upper Division]

2005 – 2008:

Yururu Girls High School:

Kenya Certificate of Secondary Education
Mean Grade C+(Plus)

1997-2004:

Bishop Nthamburi Primary School:

Kenya Certificate of Primary Education

IT/Computer skills

MS Office Suite, ACCPAC-SAGE

F: Professional Qualification.

Certified Public Accountant

- CPA Part III –Ongoing 2019
- CPA Part II -Pass 2017
- CPA Part I -Pass 2015

G: PROFESSIONAL EXPERIENCE

UNIVERSITY OF NAIROBI

Accounts Assistant(Finance) October 2015- To date

Reporting to: Senior Accountant

Responsibilities:

- Preparation of payment advice/cheques for payment
- Making weekly analysis of days taken to process documents for the Directors decisions
Preparation and payment of DSPs (Direct services providers) & transfer to colleges claims.
- Managing customer care desk for finance and attending to customers one on one or through the phone.
- Preparing payment vouchers and posting in sage ERP system.
- Processing petty cash reimbursements.
- Receipting of returned salaries.
- Ensuring proper filling of all Direct Service Providers payments and records.
- Preparing batches for payment to lecturers in Self Sponsored Programmes
- Receiving and dispatching payment request and tracking their movements.

H: Extra-Curricular Activities.

- Charity Work
- Travelling
- Listening to music

I: Referees

1. Mr. Edwin Waithaka
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