

CURRICULUM VITAE

PERSONAL DETAILS

NAME : Margaret Kiuna
DATE OF BIRTH : 1965
MARITAL STATUS: Married
RELIGION : Christian
NATIONALITY : Kenyan
LANGUAGES : English and Kiswahili.

CONTACTS

Current Address: P.o Box 73012,00100
NAIROBI
Email : mkiuna@uonbi.ac.ke
Cell-phone : 0722-661691

PROFESSION

ACCOUNTANT

CAREER OBJECTIVES

To work in a dynamic and challenging environment that offers an opportunity for growth, creativity, initiative and nurturing of professional skills.

To perform duties and any other assignments to the best of my ability so as to achieve the highest level of competence possible and necessary for the overall success of the company and the community at large

ACADEMIC BACKGROUND

1982-1983 Tumu-Tumu Girls High School

Kenya Advanced Certificate of Education(KACE)

Awarded 2 principals, 1 Subsidiary

1978-1981: Kijabe Girls High School

Kenya Certificate of Secondary Education (K.C.S.E)

Awarded: Division 3,(35 points)

1971-197: Gatamaiyu Primary School

Kenya Certificate of Primary Education (K.C.P.E)

Awarded: 28 points

PROFESSIONAL QUALIFICATION & TRAINING

CPA PART ONE-KASNEB

Having satisfied the examiners in the following subjects

Section one

Financial Accounting 1

Law1

Economics

Section 2

Cost Accounting

Auditing

Taxation

CPA PART TWO- KASNEB

Having satisfied the examiners in the following subjects

Section 3

Systems Theory and Management Information Systems

Financial Accounting II

Business Finance

Section 4
Financial Accounting III
Quantitative Techniques
Law II

CPA PART THREE-KASNEB

Having satisfied the examiners in the following subject
Section 5
Principles & Practice of Management

COMPUTER LITERACY

-MS WORD
-MS EXCEL
-MS ACCESS
-ACCPAC

WORKING EXPERIENCE

2004-TO DATE- ACCOUNTANT- INCHARGE OF INCOME - University of Nairobi

DUTIES- Liaising with the bank concerning all transactions

Posting transactions to accpacc

- Analysis of daily bankings
- Bank/cash book reconciliations
- Authorisation of Payments(refunds)
- Supervision of Section staff

APRIL-AUGUST 2004- PROJECT ACCOUNTANT(WTO)

DUTIES-Preparation of project Budgets ,

-Maintenace of books of accounts

-Performing duties of a cashier

1997-2003 ASSISTANT ACCOUNTANT

-Preparation of Payment Vouchers

- Posting of cash books

1994-1997 ACCOUNTS ASSISTANT

- Stock control –EOQ systemsC
- Stock receipts and issues
- Processing of purchase orders
- Preparation of payment vouchers

1987-1994 Higher clerical officer ,Ministry of Finance

1984-1986 Untrained Teacher Nduriri Secondary School

REFEREES

Mr Michael Karue

Finance Officer,
University of Nairobi,
P.O BOX 30197,
00100 - NAIROBI.

Mr L G Mwenyura

Senior Accountant -1)
University of Nairobi,
P.O BOX 30197,
00100 - NAIROBI.

Mr Elizabeth Gachithi

Senior Accountant 2)
University of Nairobi,
P.O BOX 30197,
00100 - NAIROBI.
