

CURRICULUM VITAE

Mary Wambui Njoroge

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Career Profile

A results-oriented, with successful accomplishments in the Auditing profession with work experience gained in KENAO, UON, NJORO-MA SACCO in diverse roles . A team player who is able to work under minimum supervision to achieve results.

Marital Status:	Married
Gender:	Female
Citizenship:	Kenyan
Languages:	English, Kiswahili

Academic and Professional Qualifications

Area of Learning	Provider	Year
Certified Public Accountant (K)	Visions Institute of Professionals	2007/2010

Key Skills and Personal Attributes

My key skills include:

Accounting – Qualified in accounting with experience gained in auditing roles at the KENAO and UON also at Njoro-ma sacco.

Computers – Has basic knowledge that enables me to perform as required.

Organization and Planning– Organized individual who approaches all work in a methodical and professional manner.

Communication – Communicates very well both orally and in writing. Fluent in Kiswahili and English.

Interpersonal – Relates and works very well with people from diverse cultural backgrounds, proactive team player able to work towards achieving targets without supervision.

These are my strong personal attributes:

- ✦ Results-oriented
- ✦ Self-driven and effective team player
- ✦ Resourceful.
- ✦ Honest and reliable
- ✦ Able to work under pressure and meet tight deadlines.
- ✦ Attention to detail.
- ✦ Dutiful respect for compliance in all regulated environments.

Work Experience

year:	1996 to Date	Employer:	University of Nairobi	Role:	Assistant Internal Auditor
Year:	1990 to 1996	Employer:	Kenya National Audit Office(K.E.N.A.O)	Role:	Audit Assistant
Year:	1990 To 2005	Voluntary Accounting Services	Njoro-ma Sacco	Role	Accountant

Main Responsibilities:

- ✘ Carrying out systems review.
- ✘ Review of final Accounts.
- ✘ Writing of reports, highlighting areas of weaknesses, giving recommendations on how to improve.
- ✘ Reviewing Bank reconciliation statements.
- ✘ Pre-Auditing of documents before any payments are made.

Key Achievements:

- ✘ Ensured that all the necessary statements and financial reports were accurate and produced in a timely manner.
- ✘ Ensured that laid down policies and procedures and accounting/auditing standards were adhered to resulting in improved operations.
- ✘ Reviewed financial operations and made recommendations for improvement which were adopted thereby significantly improving the operations.
- ✘ Ensured that all our clients received proper care and attention thus delighting them and promoting customer loyalty.

Referees

1	NAME	MR. DAVID MWANGI GACHERU
	ROLE	CHIEF ACCOUNTANT
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2	NAME	SAMUEL N NJOROGE
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3	NAME	Dr BILLY MUIGAI.
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