

# CURRICULUM VITAE

**ANNA NKUENE MURIUNGI, CPA (K), BCom, (UON)**

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## PERSONAL PROFILE/ PERSONAL ATTRIBUTES

- Active Member of Institute of Certified Public Accountants of Kenya (ICPAK).
- Trained Integrity Assurance Officer and member of Corruption Prevention Committee, University Of Nairobi.
- Member of Audit Management Team.
- Able to interpret and execute the mandate of an Internal Audit function.
- Analytical and result-driven professional with over twenty years of experience.
- Able to develop and implement plans.
- Maintains high level of integrity, reliable, organized, independent and committed to excellence.
- Detail oriented, fast learner and adjusts quickly to change.
- Emotional Maturity.
- Team player, good interpersonal skills and self-motivated.
- Church Treasurer, Community Leader

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## PERSONAL DETAIL

**Name :** Anna Nkuene Muriungi  
**Nationality:** Kenyan  
**Marital status:** Married with children  
**Religion:** Christian (Born -Again)  
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## EDUCATION BACKGROUND

PERIOD	INSTITUTION	EXAMINATION PASSED
2009-2012	University of Nairobi	Bcom degree (finance option), 2 <sup>nd</sup> Class Honours -Upper Division
1983 - 1984	Moi Girls High Sch.-Eldoret	K.A.C.E. 5 Points
1979 -1982	Machakos Girls High Sch.	K.C.E. DIV. II

## PROFESSIONAL QUALIFICATION

2009 Member of the Institute of Certified Public Accountants of Kenya (ICPAK)  
2007 C.P.A. Final  
2003 Computer Packages

## RELEVANT EXPERIENCE AND CAREER HISTORY

### UNIVERSITY OF NAIROBI. 1985-TO DATE

**SEPTEMBER 2015 TO APRIL 2016:** Acting Chief Internal Auditor (UON).

**JULY 2014 – TO DATE:** Assistant Chief Internal Auditor ,SWA.

**JUNE 2010 to JUNE 2014:**

**Promoted to Snr Internal Auditor, but continued acting as Assistant Chief Internal Auditor, SWA.**

**AUGUST 2008 to JUNE 2010:**

**Acting Assistant Chief Internal Auditor, Students Welfare Authority, (SWA)**

- Interpreting and executing the mandate of Internal Audit at SWA.
- Preparing and implementing detailed, risk- based annual Audit Plan and Audit Programmes.
- Providing professional service to management and staff, through consultations, meetings and reports.
- Supervising, motivating and developing audit and other auxiliary staff in the audit office.
- Directing systems audits to ascertain adequacy, effectiveness and application of internal control systems and recommending effective control measures to management.
- Appraising the economy, efficiency and effectiveness with which finances and other resources are utilized and managed.
- Reviewing management reports for accuracy.
- Undertaking special investigations and heading special audit tasks.

**AUGUST 2006 to 2008:**

**Deputizing the Assistant Chief Internal Auditor, SWA**

- **Was instrumental in strengthening the controls on the Halls Management Information System (HAMIS**
- Assisting in planning and conducting audit assignments.
- Carrying out reviews of Internal Control systems and procedures, and making relevant reports to Management.
- Verifying that revenue due is collected and accounted.
- Reviewing transactions, documents, records and reports for accuracy and compliance, and ensuring security of assets. Carrying out special tasks and investigations as directed by Assistant Chief Internal Auditor.
- Carrying out special tasks and investigations as directed by Assistant Chief Internal Auditor.

**MAY 2002 to AUG 2006:**

**Acting Internal Auditor, College of Agriculture and Veterinary Sciences, (CAVS)**

- **Was instrumental in cracking and stopping fraudulent cartels in procurement and revenue and saving the University significant amount of money.**
- Duties as for Assistant Chief Internal Auditor, SWA, but based in a college environment

**NOV. 1997 to MAY 2002:**

**Assistant Internal Auditor, (CAVS)**

- Duties as those carried out while deputizing the Assistant Chief Internal Auditor, SWA, but based in a college environment.
- Carrying out duties of Snr Internal Auditor during his absence.

**NOV. 1992 to Nov. 1997:            Audit Assistant**  
**Feb. 1990 to Nov. 1992:        Audit clerk**  
**June 1989 to Feb. 1990:        Accounts Clerk- Finance Department (Library Accounts )**  
**Nov..1985 to June 1989:        Records clerk Academic Division (Students Registry).**

### **ACHIEVEMENTS**

- I have made outstanding contributions in ensuring good stewardship in procurement and expenditure processes, while acting as Assistant Chief Internal Auditor.
- Was instrumental in strengthening the controls on the Halls Management Information System (HAMIS), while deputizing the Assistant Chief Internal Auditor.
- Was instrumental in cracking and stopping fraudulent cartels in procurement and revenue collection, saving the University significant amount of money, at the College of Agriculture and Vet. Sciences

### **HOBBIES AND INTERESTS**

- Reading motivational and inspirational books, and travelling.
- Research work.
- Sharing the gospel of Christ and encouraging the weak in faith.