

CURRICULUM VITAE

STEPHEN MWANGI
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KIAMBU.
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FUTURE GOAL AND ASPRIRATION

Be a certified accountant and work at the top level in an organization of international repute, as an Accountant

PERSONAL INFORMATION

Marital Status : : Married
Sex : : Male
Religion : : Christian
Nationality : : Kenyan
Languages : : English, Kiswahili & Kikuyu

PERSONAL ATTRIBUTES

- Strong inter-personal skills
- Good communication skills having worked with different cadres.
- Good team player, and friendly
- Punctual both at work and ability to meet deadlines
- Proficient in computer packages, especially accounting
- High sense of initiative and organisation

PROFESSIONAL QUALIFICATION

1999 – 2001
1998-1999
1996-1997

CPA Part II Private candidate
CPA Part I Private Candidate
K.A.T.C finalist Kabete technical Training Institute

EDUCATIONAL BACKGROUND

1992 – 1995
1983- 1991

Kiambu High School
Githiga Primary School

COMPUTER APPLICATIONS

- Pharmasoft
- Microsoft Windows 98
- Microsoft Word
- Microsoft Excel
- Ms-Dos
- Quick Books
- PowerPoint
- Ms Access
- Tally

WORKING EXPERIENCE & PROFESSIONAL

Jan 2000–August 2009

Kiisi Petroleum Ltd & Quasar Ltd

Position – Accountant Assistant

Responsibilities:

- Incharge of the company payroll
- Cash and bank reconciliation
- **Debtors & Creditors reconciliations**
- Preparations of statutory returns
- **Preparation of books of accounts**

Current

Oakleys Pharmacy Ltd

Responsibilitie:

- . Banking of cash and cheques
- .Debtors and Creditors reconciliations
- .In charge of delivery of medicines

PERTINENT INFORMATION

Career - Accountant

Availability - One month notice

REFEREES

Mr. Sanjay Vaghela

Techno-plast Ltd

Tel:551804

Mr. Sospeter Oluoch

Administration Manager

Elkeliani/Africa Eco Camp

Tel:3002890/3752889

NAIROBI

Mr. Edwin painto

Chief accountant

Rising Freight Ltd.

Tel: 020820911

Nairobi

Mobile: 0727-717238