

MWANZI ISAIAH AMUCHUKU

CURRICULUM VITAE

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Profile:

A holder of K.A.S.N.E.B. Certified Public Accountant Part 1(C.P.A.1) Isaiah's career ranges from Data entry Clerk at Maersk Sea land Mombasa, Storekeeper and Accounts Clerk Brass & Allied Co Ltd to Accounts Clerk University of Nairobi, Veterinary farm. Mwanzi also possesses excellent leadership, analytical and team working skills.

Career Objective:

I am keen to support the growth and profitability of an organization that provides challenges, encourages advancement and works towards achievements. I seek relevant and challenging position where my qualification, ability and work experience will be an asset to an organization.

The job should offer the opportunity to personal growth through skills acquisition and job enrichment. I would through my own initiative acquire more knowledge, experience and skills to keep up with the ever increasing professional challenges and technology demands to increase efficiency in any organization.

WORK EXPERIENCE

1. UNIVERSITY OF NAIROBI- 4th December 2009 up to date: **Statistician**,
Dean's office School of Pharmacy
 - General administrative duties
2. UNIVERSITY OF NAIROBI- 31st July 2006 to 4th Dec 2009: **Accounts Assistant** College of Agriculture and Veterinary Sciences
 - Receiving Cashier at Veterinary farm.
 - Banking Cashier at Veterinary farm.
 - Participate in procurement.
 - Preparation of master roll for casuals.
 - Payment of wages.
 - Petty Cash handling.
 - Debt Control.
 - Participates in Stock -Taking.
 - Preparation of payment vouchers.
 - Any other duty assigned.
3. BRASS AND ALLIED CO LTD: - Oct'02 to May'06: **Store keeper/Accounts Clerk**:
 - Maintaining Stores Ledger Account.
 - Receiving and issuing good in the stores.
 - Payment of wages and salaries.
 - Organizing stock - taking and supervising the same.
 - Any Other duty assigned.

4. **MAERSK SEALAND: -July '00 to Sept. '02: Data Entry Clerk.**

Attached to the Accounts Dept Maersk Sea land

- Posting of Pvs, Cvs in the system.
- Debtors and Creditors reconciliation.
- Participate in Clearing and Forwarding.
- Preparation of and payment of V.A.T and withholding tax.
- Preparation and payment of bills.
- Any other duty assigned.

EDUCATION BACKGROUND

- Kenya Certificate of Secondary Education, **Kakamega High School, 1993-1996.**
Performance: Grade: B- (Minus).
- Kenya Certificate of Primary Education, **Mumias D.E.B Primary School, 1992**
Performance: Grade: B- (Minus).

PROFESSIONAL QUALIFITION

- **KASNEB EXAMINATIONS**

Certified Public Accountant 1 (CPA-1), **Mombasa Polytechnic, 1998-1999.**

Areas of study

- . Financial Accounting 1
- . Law 1
- . Economics
- . Taxation
- . Cost Accounting
- . Auditing

COMPUTER PROFICIENCY

- Ms Word
- Ms Excel
- Ms Access
- Ms Power Point
- Accounting Packages – Tally Systems

HOBBIES

- Listening to music (gospel).
- Playing basketball.
- Expedition & adventure.
- Socializing & traveling.

REFEREES:

Mr. A. Ashtiva,

Principal, Kakamega High school
Box 90,
Kakamega.

Jessicah Olisa,

Financial Controller,
Maersk Sea land,
Nairobi.
Tel 0720740932

Stephen Wanderi,

Brass & Allied co Ltd,
P.O Box 26332,
Tel 0721-166569,
Nairobi.

Dr. D.W. Gakuya,

Farm Manager, Veterinary farm
University of Nairobi, CAVS,
P.O Box 29053,
Tel. 0202055197,
Nairobi.