

RESUME

1. PERSONAL INFORMATION

Name: **Mwangi Pauline Nduta**
Postal Address: **P. O. Box 650-00900 Kiambu**
Telephone Number: **+254-20-2731861/2, +254-20-2726687**
Email address: **pmwangi@uonbi.ac.ke**
Nationality: **Kenyan**

2. EDUCATION

Masters: University of Nairobi	MBA – Strategic Management
Bachelors: Moi University	BA – Business Management
High School: Loreto Girls High School Kiambu	KCSE B Plain

3. SUMMARY OF PROFESSIONAL SKILLS AND CAPABILITIES

CPA (K)
SAGE, Navision, PowerPoint, Access, Basic Computer skills

4. WORK EXPERIENCE

a) University of Nairobi Center for Self Sponsored Programmes March 2015 to Date

Job Title: Acting Senior Accountant - Disbursement

Duties and responsibilities:

1. Responsible for all disbursements to the University, Colleges, DSPs and any other stakeholders.
2. Responsible for DSPs payments and ensuring they are within approved limits.
3. Ensuring disbursements statements are in accordance with Kibera IV allocations.
4. Ensuring full compliance with respect to statutory and other deductions.
5. Ensuring timely filing of statutory and regulatory returns.
6. Providing monthly Disbursements Report to management.
7. Monitoring the approved budget and providing monthly Variance Report to management.
8. Ensuring timely ledger postings and reconciliation is done.
9. Participate in preparation of Management and Final accounts, and Budget.
10. Ensuring monthly bank reconciliations are done and clearance of unreconciling items.
11. Responsible for putting in place proper internal controls within the unit
12. Conducting of staff performance appraisals.
13. Overall supervision of staff in the section.
14. Any other duty as assigned by the Management.

b) University of Nairobi Enterprises and Services (UNES) Limited 2006 to 2015

Job Title: Accounts Assistant; 2006- 2010

Assistant Accountant; 2010-2012

Accountant; 2012-2015

Duties:

1. Bank reconciliations
2. Processing of staff payroll
3. Filing of staff monthly PAYE
4. Processing of DSP payments
5. Filing of DSP monthly PAYE
6. Preparation of DSP Statements for Schools and Faculties
7. Preparation of Non-DSP statements for Colleges

5. PUBLICATIONS

None

6. LANGUAGES

- Kikuyu Proficient
- Kiswahili: Intermediate: Fluent, Spoken and Written
- English: Proficient: Fluent, Spoken and Written

Level Guide

Level	Description
Proficient	Extremely comfortable, you have complete control over the language. Pretty much like mother tongue
Advanced	Comfortable in most situations, strong vocabulary, few errors.
Upper-intermediate	You're comfortable in most situations, still some good mistakes.
Intermediate	Now you can converse in many situations, with less serious errors.
Pre-intermediate	Limited vocabulary, but with some help you can participate in basic conversations. you still make a lot of big mistakes.
Elementary	You can ask a few basic questions and ideas, but with a lot of mistakes.
Beginner/False beginner	You only know a few words of the language, if that.

7. OTHER

Other interests

Referees

1. Prof. Julius Ogeng'o
Director – CESSP
2. Ms. Jennifer Mburu
Chief Finance Manager – UNES
3. Mr. Japheth Wekesa
Senior Accountant – UoN Payroll