

# CURRICULUM VITAE

**NAME:** PAULINE WAMUYU GICHURU  
**DATE OF BIRTH:** 1969  
**PLACE OF BIRTH:** Nyeri  
**SEX:** Female  
**MARITAL STATUS:** Single  
**NATIONALITY:** Kenyan  
**RELIGION:** Christian  
**ADDRESS:** University of Nairobi  
P.O Box 30197-00100,  
Nairobi.  
**TELEPHONE:** 0725514340

## ACADEMIC QUALIFICATIONS

**19785-1983:** Ruare Primary School-CPE  
**1984:** Kabiru-ini Secondary School.  
**1985-1987:** Hiriga Secondary School

## PROFESSIONAL QUALIFICATIONS

**JANUARY 2016–DECEMBER 2018** Moi University Bachelor of Business  
Management-(BBM)  
**Second class upper division**

**JANUARY -MAY 2015** CPA SEC 6 (CPAK)

**JULY – DECEMBER 2013** Nairobi County School of Management  
CPA Sec V

**JANUARY – JUNE 2013** Orbit School of Management  
CPA Sec IV

**JULY 1990-JUNE 1991** Mathenge Technical Institute-Accounts Clerk  
National Certificate-(ACNC)

**JANUARY -Nov. 1992**

Kimathi Institute of Technology-Certified Public Accountant (CPA)-Part 1

**DECEMBER 2003:**

CPA Part 11 Section 111

**Computers:**

Ms Windows 95

Ms Excel

Ms Access

Sage Accounting

**WORKING EXPERIENCE**

**AUGUST 1, 2018 TO DATE**

**ACCOUNTANT- UON CESSP -  
PAYROLL AND DISBURSEMENTS**

**Duties:**

- ❖ Disbursing funds to University of Nairobi Colleges, Schools departments and all the other units within
- ❖ Preparation of DSP and Non DSP statements according to Kibera IV
- ❖ Supervision of payroll staff
- ❖ Approving payroll payments
- ❖ Ensuring accounts have sufficient payments before payments are done
- ❖ Posting payment vouchers, journals and credit
- ❖ Preparation of end of year schedules
- ❖ To ensure correct entries are posted in the ledger
- ❖ Ensure statutory payments are done in good time.

**JANUARY 1, 2016 TO JULY 31 2018**

**ACCOUNTANT- UON CESSP- BANK  
RECONCILIATION**

**Duties:**

- ❖ Preparation of Weekly Cash flow report
- ❖ Budget control and allocation to various head votes
- ❖ Posting of outstanding items in the ledgers and cashbook
- ❖ To ensure correct entries are posted in the ledger

- ❖ Supervision Bank Reconciliation

**MAR 1, 2015 TO DECEMBER 31 2015 ACCOUNTANT- UON CESSP -  
PAYROLL**

**Duties:**

- ❖ Supervision of payroll staff
- ❖ Approving payroll payments
- ❖ Ensuring accounts have sufficient payments before payments are done
- ❖ Posting payment vouchers, journals and credit
- ❖ Preparation of end of year schedules
- ❖ To ensure correct entries are posted in the ledger
- ❖ Ensure statutory payments are done in good time.

**AUG 13 2014 –FEB 28 2015 ACCOUNTANT PAYROLL**

**Duties:**

- ❖ Supervision of payroll staff
- ❖ Approving payroll payments
- ❖ Ensuring accounts have sufficient payments before payments are done
- ❖ Posting payment vouchers, journals and credit
- ❖ Preparation of end of year schedules
- ❖ To ensure correct entries are posted in the ledger
- ❖ Ensure statutory payments are done in good time.

**JULY 2013 -AUG 12 2014 AG. ACCOUNTANT PAYROLL**

**Duties:**

- ❖ Supervision of payroll staff
- ❖ Approving payroll payments
- ❖ Ensuring accounts have sufficient payments before payments are done
- ❖ Posting payment vouchers, journals and credit
- ❖ Preparation of end of year schedules
- ❖ To ensure correct entries are posted in the ledger
- ❖ Ensure statutory payments are done in good time.

**SEPT.2006 to JUNE 2013**

**UNES LTD. PAYROLL OFFICER**

**Duties:**

- ❖ Making payments to Direct service providers, Consultants, students and staff
- ❖ Making Statutory payments
- ❖ Preparing payment vouchers
- ❖ Preparing credit vouchers for returned salaries
- ❖ Preparing journal vouchers for posting payments
- ❖ Drawing cheques
- ❖ Answering Customer queries
- ❖ Ensuring proper filing of all payment documents
- ❖ Updating customer records
- ❖ Emailing payslips after payment is effected
- ❖ Recording documents and tracking their movements

**SEP 2003-AUG 2006**

**UNES LTD. – Accounts Assistant**

**Duties:**

- ❖ Drawing and issuing of cheques
- ❖ Making payments through cheques and electronically
- ❖ Preparing payment vouchers
- ❖ Handling customer queries
- ❖ Making returns f
- ❖ Making returns for various deductions to the respective entities i.e. PAYE, NHIF, NSSF, Sacco and Insurance Companies etc
- ❖ Preparation of credit vouchers

**MAY 02-SEP. 03**

**Students matters In charge-Finance Section  
College of Health Sciences (UoN)**

**Duties:**

- ❖ Compiling reports on students data
- ❖ Bank and Ledger Reconciliations
- ❖ Preparation of Students Refunds
- ❖ Providing Students report to the Central Administration, Faculties, Schools on the Financial status of Students

- ❖ In charge of Clearing Students of the financial obligation for graduation and other purposes
- ❖ Updating Students Loans and Bursary Awards
- ❖ And constituency Development Funds (CDF)

APRIL 2001-MAY 2002:

Cashier –College of Health Sciences-(UON)

**Duties**

- ❖ Receiving and banking of both cash and cheques
- ❖ Management of petty Cash for the entire College
- ❖ Making Payments both in cash and Cheques
- ❖ Calculating paying Per-diem and Honoraria
- ❖ Arranging and paying flights for External Examiners
- ❖ Giving analysis of credit Vouchers
- ❖ Updating and paying telephone bills
- ❖ Reimbursing of petty cash to all College Petty cash holders.

SEP 1997-MAR 2001:

Acting Accountant-Faculty of Dental Sciences

**Duties**

- ❖ In charge of Procurement
- ❖ Stores Control
- ❖ Supervision of Daily Collection
- ❖ Validation of Daily Banking
- ❖ Reconciliation and Accounting updates
- ❖ Preparation of Inter-Departmental Summaries of Income and Expenditure.
- ❖ Verification and Validation of Accounting Documents.

NOV. 1993-SEPT.1997:

Accounts Clerk –University of Nairobi

**Duties**

- ❖ Book-Keeping
- ❖ Receiving and Banking of daily Collection
- ❖ Preparation of Income and Expenditure Statement
- ❖ Daily Income and Expenditure Analysis.

**JULY 1991-DEC 1991:**

Cashier –Baron Hotel, Nyahururu

**Duties**

- ❖ Receiving cash sales from the Restaurants
- ❖ Allocation of rooms to customers

**REFEREES:**

The Administrator,  
School of Dental  
P.O Box 19676,  
Nairobi.  
TEL-0727053165

The Bursar,  
College of Health Sciences,  
P.O Box 19676,  
Nairobi.  
TEL-0722808062

Senior Accountant-Payroll  
University of Nairobi Enterprises and Services  
P.O Box 68241-00200,  
Nairobi  
TEL-0733333549

Senior Accountant -Disbursements  
University of Nairobi  
P.O Box 30197-00100,  
Nairobi  
TEL-0723774699