

Curriculum Vitae

Roseline Mongina Mose

MSc Finance and Investment, Bcom- Accounting option, ACCA Finalist

Personal Information

Full Name	Roseline Mongina Mose
Personal Details	Date of Birth: 28 th April 1980 Nationality: Kenyan Religion: Christian
Contact details: Cell Phone	+254-722 105 280
Contact details: E-mail	rmmongina@yahoo.com
Language proficiencies	English, Kiswahili (Fluent – Written and Spoken)

Summary

Professional objective

To leave a positive mark in international, national and non-governmental organization by contributing to the achievement of the organizational goals through the right work ethic and commitment

Professional profile

- Preparation of Final Accounts
- Financial statements reconciliation.
- Conversant with internet based financial management systems.

Credentials & Industry Experience

Educational Background	
April 2014- Dec 2018	University of Nairobi MSc Finance and Investment
Jan 2010 – Dec 2012	University of Nairobi Bachelor Commerce (Accounting Option) – 2 nd class Upper Division.

Credentials & Industry Experience

Jan 1995 – Dec 1998	Nyabururu Girls KCSE (B- Aggregate)
Professional courses June 2009 June 1999-dec 1999	ACCA Part III level III Strathmore University Kenya Polytechnic KATC level one
Organizations worked	Specific work brief
University Of Nairobi Feb 2019 –To date	Internal Audit assistant Reporting to : Senior Internal Auditor CESSP Duties and responsibilities: <ul style="list-style-type: none"> • Overseeing payment of direct service providers. • Checking to ensure that caution money is paid properly. • Ensuring that suppliers are paid on provision of proper documentation. • Ensure that marketing expenses are properly authorised. • Ensuring that all disbursements are done properly and following the University policies and regulations.
University Of Nairobi Jan 2019 –Feb 2019	Position: Accounts Assistant Reporting to: Senior Accountant (Salaries) Duties and responsibilities: <ul style="list-style-type: none"> • Paying statutory deductions. • Gratuity payments. • Salary refunds. • Payments of corporates check off systems. • Preparation of P9.

Credentials & Industry Experience

<p>University Of Nairobi Jan 2012 –Dec 2018</p>	<ul style="list-style-type: none"> • Filing I tax monthly returns. <p>Position: Accounts Assistant Reporting to: Senior Accountant (Expenditure section) Duties and responsibilities:</p> <ul style="list-style-type: none"> • Billing multiple recurrent expenditures. • Making bank transfer for various expenditures. • Posting payments to ACCPAC. • Ensuring timely remittance of statutory deductions. • Supervising four Accounting Clerks • In charge of cheques preparation and reversals
<p>University Of Nairobi Jun 2008-dec 2008</p>	<p>Position: Accounts Assistant Reporting to: Senior Accountant (Grants section) Duties and responsibilities:</p> <ul style="list-style-type: none"> • Accounting services for donor funded projects. • Ensuring that various unit costs are charged to the right codes and are within the budget. • Bank reconciliation for donor funded projects
<p>University Of Nairobi Jan 2004 – May 2008</p>	<p>Position: Accounts Assistant Reporting to: Accountant (Budgetary Section) Duties and responsibilities:</p> <ul style="list-style-type: none"> • Budget and actual expenditure Reconciliation • Preparing budget estimates for various units. • Posting various units' expenditure to SMIS. • Advising Unit leaders on which codes to charges various expenditures

REFERENCES

1. Mr. John Wanga Juma
Senior Accountant
University of Nairobi
P.O Box 30197
Nairobi
Tel 020-31826
2. Mrs. Elizabeth Njeri
Accountant
Simba Technology Limited
P. O Box 46728-00100
Tel 020-3664000
3. Miss. Elizabeth Gachithi
Senior Accountant
University of Nairobi
P.O Box 30197
Nairobi
Tel 020-31826

CERTIFICATION

I the undersigned, certify that this data is an accurate description of my person, my qualifications and my experience.

Rose Mongina Mose

August 2019