

SUSAN MUKAMI GITHINJI

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CAREER OBJECTIVES:

To exploit my potential by working in a challenging and competitive environment, as an individual and as a team member.

WORK EXPERIENCE:

March 2015 – Present

University of Nairobi, Centre for Self Sponsored Programmes (CESSP)

Accounts Assistant

- Monitoring, Preparing and communicating bank balances and banking reports for management decision making.
- Preparing Bank and Cashbook monthly reconciliation Reports.
- Disburse funds for various projects
- Preparing periodic Disbursement reports for presentation to the management.
- Processing and payment of payroll for Direct Service providers.
- Preparing Authority to Incur Expenditure (AIE)
- Preparation of weekly and monthly Cash flow Reports.
- Preparing revenue & expenses reports periodically.
- Preparing annual audit schedules.
- Processing and Posting Payments, Receipts and journals to the accounting system.
- Maintaining and Updating the UON-CESSP Budget
- Receiving, proper filling and retrieval of all Bank documents.
- Taking and recording minutes during UON CESSP Finance section meetings.

Oct. 2011 – Feb 2015

University of Nairobi Enterprises and Services Ltd. (UNES)

Accounts Assistant

- Receiving and disbursement of money within the unit.
- Preparation of Daily, Weekly, and Monthly IGUs financial reports and submitting them to the senior officers in time.
- Reconciliation of income generating units accounts.
- Raising sales invoices against charges for services rendered.
- Collection and safeguarding of receipt books and invoice books.
- Collection and safeguarding of petty cash.
- Paying cash against authorized vouchers.
- Banking of the revenue collected.
- Receiving of receipts for purchases made to balance the books.
- Preparation of petty cash reports and request for reimbursement.

Jan 2004 – Sept. 2011

Josper Limited

Accounts and Admin. Assistant

- Preparing sales invoices and delivery notes for goods being dispatched.
- Making cash sales.
- Receiving cash and cheques on behalf of the company, recording them accordingly before dispatching them for banking.
- Reconciliation of Bank & Creditors statements.
- Maintaining the Accounts receivable account
- Issuing Statement of Account to Customers on monthly Basis.
- Following up payment with clients.
- Maintaining the company's petty cash.
- Receiving and making calls.
- Receiving and directing visitors in the company.
- Recording incoming mails and forwarding them to the intended recipients'.
- Counter checking and recording goods being dispatched.

EDUCATION:

2018- To Date	Jomo Kenyatta University of Agriculture & Technology MBA - FNANCE
2014 –2017	Moi University Bachelor of Business Management- Finance and Banking 2 nd Class Honours, Upper Division
2015-May 2016	KASNEB CPA PART III
2011- 2012	KASNEB CPA PART II
2010- 2011	KASNEB CPA PART I
2007- 2009	KASNEB KATC INTERMEDIATE & FINAL LEVEL
Feb 1997 – Nov 2000	Gatanga Girls sec. school Kenya Certificate of Secondary Education (KCSE) Grade: C+

HOBBIES AND INTERESTS:

- Reading inspirational articles
- Offering voluntary/community service
- Watching movies

PETINENT INFORMATION:

- Membership of Institute of certified public accountants of Kenya (ICPAK)
- MBA ongoing student

REFERENCES:

Ms. Pauline Nduta Mwangi
Senior Accountant-Disbursements
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