

CECILIA WAMBUI NJAU
P.O BOX 982-01000, THIKA
PHONE: +254719536798
Email: johcess@gmail.com

PERSONAL INFORMATION

Date of birth: 17th May 1992
Nationality: Kenyan
Marital status: Single
ID No: 28912758

PROFILE SUMMARY

I am a highly motivated finance and economic professional with multiple skills covering many financial areas such as GAAPs, cost control principles, ledger analysis, financial statements, budgeting, auditing practices, taxation and economic regulations. Also, I am result-orientated with broad experience in a deadline-driven and team work environment. Proven track record in consistently and effectively delivering services that enhance the company's purpose and profitability. I am currently looking for a dynamic and challenging position that will make best use of my existing skills and experience and also further my personal and professional development.

PERSONAL ATTRIBUTES

- Highly accomplished accounting and finance-management professional.
- Results-driven, decisive and an active team player
- Relationships with managers, associates, and customers.
- Effective communicator who seeks positive resolution to problems
- commitment to integrity
- time management skills
- personal integrity and trustworthy

CECILIA WAMBUI NJAU CURRICULUM VITAE

ACADEMIC QUALIFICATIONS

JUL 2011- DECEMBER 2014: MOI UNIVERSITY MAIN CAMPUS
BACHELOR OF ARTS (ECONOMICS) - (2ND CLASS UPPER)

JAN 2006 -NOV 2009: BISHOP GATIMU NGANDU GIRLS HIGH SCHOOL AND
ATTAINED A MEAN OF GRADE OF **B+(71 POINTS)**

JAN 1998 – NOV 2005: BETHLEHEM PRIMARY SCHOOL **427 MARKS**

PROFESSIONAL QUALIFICATION

2014 TO DATE: KASNEB - CERTIFIED PUBLIC ACCOUNTANT
CPA PART II, PART III FINALIST

RELEVANT WORKING EXPERIENCE

JUNE 2016 TO SEPTEMBER– ENGEN KENYA LIMITED (BYPASS SERVICE STATION)

Position: Station Accountant

Duties and Responsibilities

- Stock control and stock reconciliation on daily and monthly basis
- Preparation of daily and monthly excel reports
- Preparing the payroll of employees
- Real time posting of purchase invoices into Win branch system, generating supplier statements
- Payment of suppliers
- Generation of variance reports
- Preparation of monthly budgets
- Maintaining debtor's accounts: receiving payments into the system and generating their statements.
- Preparation of the profit and loss statement for the station
- Payment of statutory deductions

MARCH – APRIL 2016 – KENYA COMMERCIAL BANK

Position: Sales and Marketing Executive

Duties and Responsibilities

- Marketing bank's products
- Responding to customers' issues
- Issuing Master-cards
- Preparation of excel reports
- Any other clerical duties allocated

JANUARY 2015 TO NOVEMBER 2015: PERGAMON GROUP LIMITED

Position: Front office Receptionist and Accountant**Duties and Responsibilities**

- Invoicing customers using Hansa accounting system
- Customer service and help desk
- Stock analysis and analysis of head office and branch sales ledger
- Marketing and procurement of company products.

JANUARY TO MAY 2014: KENYA MEDICAL TRAINING COLLEGE HEAD OFFICE**Position: Finance intern****Duties and responsibilities**

- Voucher preparation and examination
- Maintenance of cash book using ERP system
- Maintenance of general Students ledger
- Maintenance and Issuance of Imprest (payment and surrender of imprest)
- Custody of Accountable Documents and bank reconciliations.

CECILIA WAMBUI NJAU CURRICULUM VITAE**JANUARY 2013 TO APRIL 2013: KENYATTA NATIONAL HOSPITAL.****Position: Finance intern****Duties and responsibilities**

- Nhif payment system which included clearing patients, confirmation of payments and discharging patients online, Nhif debtors and variance report preparation using QuickBooks.
- Generating patient's bills using QuickBooks.
- Creating invoices for institutional and individual debtors using QuickBooks.
- Preparing bank reconciliation statements using Microsoft excel.
- Preparation and reconciliation of journal vouchers using QuickBooks and manually.
- Preparing and confirmation of trial balance, cash flow statement, balance sheet using Microsoft excel

OTHER ROLES

- Vice chairlady- Moi University Economics Students Association (2014).
- Resource Center Director- Moi University Economics Students Association (2012-2013).
- Member of Professional Accountants and Secretaries Students Association
- Member of Moi University Catholic Students Association (2011-2014).

PERSONAL INTERESTS

- Writing and reading
- Watching insightful movies
- Traveling for adventure and socializing
- Part time academic writer writing in the field of finance, economics, management and marketing

REFERENCES

1) Dr. Mark Korir

Head of Department -Economics,
Moi University-School of Business and Economics,
P.O. BOX 3900,
Eldoret.
Mob: +254720578542
Email: korirmk@gmail.com.

2) Peter Wanjuu

Principal Lecturer
Medical Laboratory Department
Kenya Medical Training College
Mob: +254722235558
Email: wanjuu2013@gmail.com

3) Peter Muturi,

Supervisor,
Pergamon Group,
Mob: +255655106536
Email: peter@pergamontz.com