

CECILIA WAMBUI NJAU  
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#### PERSONAL INFORMATION

**Date of birth:** 17<sup>th</sup> 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) - (2<sup>ND</sup> 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.

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**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,  
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**2) Peter Wanjuu**

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**3) Peter Muturi,**

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