**CURRICULUM VITAE**

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**NAME :** THOMAS MWANGI WAWERU

**POSTAL ADDRESS :** P.O.BOX, 4898 - 01002 THIKA.

**NATIONALITY. :** KENYAN

**TELEPHONE : 0721 - 278676**

**MARITAL STATUS. :** MARRIED

**AGE :** 46 YEARS

**PROFESSION :** ACCOUNTANT

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**JOB TARGET.**

Challenging and exciting career in accounting, auditing and project management, which would utilize my proven training and experience in accounting, agribusiness, taxation and reporting.

***PROFESSIONAL QUALIFICATION***

**2007 - 2008:** *Kenya Institute of Management* where I sat the following

***Diploma in Project Management***

**2000 – 2004:** **Kenya** **College of Accountancy** where I sat the following.

* **CPA PART III**
* **CPA PART II**
* **CPA PART I**
* **KATC**

**ACADEMIC QUALIFICATIONS**

1996-1999 **:**  Thika High School

EXAMINATION **:**  Kenya Certificate of Secondary Education

RESULTS **:** C (PLAIN)

1985-1995 **:** Mutitu Primary School

EXAMINATION **:** Kenya Certificate of Primary Education

RESULTS  **:** 475 out of 700 Marks.

**ACCOUNTING PACKAGES**

* Spreadsheets
* Pastel and Sage
* Sun System
* Ms, Office suites

**WORKING EXPERIENCE**

**AUGUST 2020 TO JANUARY 2024:**

**BRICS RD COFFEE MILLERS LTD**

**POSITION : ACCOUNTANT**

**DUTIES**

* Maintaining grower’s accounts and ensuring accurate and efficient processing of sales
* Overseeing the preparation of monthly Coffee Mill reports for submission to Head Office
* Verifying supplier invoices for payment
* Preparing and communication budgets for the Coffee Mill, monitoring expenditure and carrying out monthly variance analysis
* Preparing accurate and timely management accounts on monthly basis
* Liaising closely with appropriate Field Officers to ensure farmers statements and remittances are carried out effectively and efficiently
* Handling accounts receivables at the Coffee Mill as well as approving cash expenditure as per policy
* Supervising Coffee Mill Accounts staff and ensuring adherence to statutory and company policies and procedures
* Maintaining accurate Coffee Mill payroll and ensuring proper statutory records
* Assisting in routine audit functions and ensuring adequate compliance with laid down operating procedures with special emphasis on strengthening internal controls.
* In charge of Itax uploads and ensuring monthly and year end returns are submitted timely and accurately.

**May 2013 to June 2020: FRESH QUEST SUPPLIERS - AGRIBUSINESS**

**POSITION: FINANCE ASSISTANT.**

**DUTIES**

* Collecting, interpreting and reviewing financial information.
* Predicting future financial trends.
* Producing financial reports related to budgets, account payables, account receivables, expenses etc.
* Developing long-term business plans based on these reports
* Reviewing, monitoring and managing budgets
* Developing strategies that work to minimize financial risk
* Analyzing market trends and competitors
* Monitor the day-to-day financial operations within the company, such as payroll, invoicing, and other transactions
* Contract outside services for tax preparation, auditing, banking, investments, and other financial needs as necessary
* Track the company's financial status and performance to identify areas for potential improvement
* Seek out methods for minimizing financial risk to the company
* Research and analyze financial reports and market trends
* Review financial data and prepare monthly and annual reports
* Stay up to date with technological advances and accounting software to be used for financial purposes
* Establish and maintain financial policies and procedures for the company
* Understand and adhere to financial regulations and legislations both at county and central governments.

**March 2009 to April 2013: SIMBA TELECOM LTD**

**POSITION: INTERNAL AUDITOR**

**DUTIES:**

* Plan, implement and execute detailed audit programme that ensures internal control systems are in place and adhered to.
* Prepare audit reports for management and board audit committee indicating performance, findings and recommendations.
* Assist in the evaluation of company's performance and recommend change's to improve operational efficiency.
* Responsible for audit in all the branches, accounts, stores and logistics departments.
* Design and execute audit plans in compliance with conventional audit guidelines and best practices.
* Ensuring 100% compliance with the set internal control systems.
* Coordinate audit activities in the organization.
* Advice management on the emerging financial trends, new opportunities.
* Recommend changes in policies or procedures to increase efficiency of operations to improve and safe guard the company's assets.
* Preparation of monthly management / Audit reports.
* Ensure that the specified company's operating standards, and objectives are adhered to.

**January 2005 – 31/8/2008:**

**Organization: CONSTITUENCIES DEVELOPMENT FUND {KANDARA CONSTITUENCY}**

**POSITION: PROJECT ACCOUNTANT**

**DUTIES**

* Examining project proposals, Bills of quantities, ensure they are realistic as possible and approving them.
* Audit of project returns submitted by project management committees and answer audit queries thereafter from the Provincial Kenya National Audit Office, Nyeri.
* Track budget spending on the projects and submitting projects implementation status reports to the District Development Officer and ensure timely project completion.
* Coordinate and work closely with project management committees responsible for proposal development, implementation and evaluation.
* Providing financial information, training and advice to Project Management Committees
* Maintaining register of assets and liabilities, writing of minutes during the meetings, and correspondences as well as keeping office documents.
* Liaising with District development officer, District Accountant to ensure transparency and accountability on disbursement of funds.
* Preparation of payment vouchers for onward submission to the District Development Officer (A.I.E Holder) for funds disbursement.
* Lodging documents for VAT deduction and ensuring timely submission of the withholding VAT deducted preparation of procurement documents, and bank reconciliation.
* Maintaining the cashbook and vote book to ensure that expenditure does not exceed the allocated funds.

***FEBRUARY 2002 – DECEMBER 2004: CALTEX OIL LIMITED (DEALERSHIP)***

**POSITION: *ASSISTANT ACCOUNTANT***

**DUTIES**

* Preparation and checking receiving and shipping documents.
* Performs usage calculations and request service time and amount for tank filling.
* Identify download, storage and issue tanks.
* Computing VAT payable from the system, reconcile with sales and Purchases.
* Record all quantities issued and received on the required documentation
* Report any unsafe acts, dangerous activities or non compliance with HSE Policies and Procedures to the supervisor.
* Provide adequate spill response that is compliant with the Spill Prevention and Response Plan in case of a spill.
* Provide adequate fire response that is compliant with the Fire prevention and Response Plan in case of a fire.
* Reconciliation of daily cash and credit sales.

***HOBBIES***

Traveling

Community development

Reading financial journal

***REFEREES***

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