**CURRICULUM VITAE**

**JESEE NJUGUNA MBUTHIA**

 **P.O BOX 52-10203 KIGUMO.Email:Jugunaj@gmail.comMOBILE 0711660053**

**PERSONAL DETAILS**

Date of birth :1981

Gender : Male

Nationality : Kenyan

I.D card No :22439032

Marital status :Single

Languages :English and Kiswahili (fluently spoken and written)

Religion :Christian

**Career Profile:** I am a talented and enthusiastic accounting professional knowledgeable in preparing financial reports, accounting and financial management standards, preparing accurate and timely reports and general ledger operations. I have also mastered preparing monthly financial statements, reconciling and maintaining balance sheet accounts, payroll, cash flow, budgets, fixed assets, and monitoring discrepancies. I seek to secure a challenging position that strives for organizational and personal development.

**Key Skills & Competencies:**

* Outstanding knowledge of accounting practices and procedures
* Good relationship management & negotiation skills in liaising with Banks and other financial institutions.
* Deep knowledge of international finance
* Strong analytical skills
* Sound Ability to handle multiple tasks, set priorities and meet deadlines
* Ability to analyze and interpret complex financial data

**Education & Professional Qualifications:**

* Certified Public Accountant (CPA), Part II, April 2016
* Bachelor of Commerce (Accounting option), Kenyatta University, 2015
* Kenya Certificate of Secondary Education, Name of School, 2011

**PROFESSIONAL EXPERIENCE**

**Intern – Accountants Assistant;**

Kenya Reinsurance Corporation Ltd, September 2015 – January 2016;
**Duties &Responsibilities:**

* Prepared periodic financial statements, including profit and loss accounts, budgets, cash flows, variance analysis
* Analyzed financial performance and so contributing to medium and long-term business planning/forecasts
* Reconciled Portfolio premiums and loss entries and withdrawals
* Managed daily accounting activities and credit control including cash management, receivables and payables
* Ensured proper filing and safe custody of records of accounts
* Implemented procedures, risk management and internal control

**Electoral Trainer**
Independent Electoral Boundaries Commission (IEBC) – 2013 February
**Duties and Responsibilities:**

* Implementing electoral training plans developed by the Commissions headquarters.
* Developed and distributed electoral training materials at cascaded levels.
* Carried out actual training of the Presiding Officers and their deputies with supervision of recruiting officers
* Supervising and evaluating other individuals engaged in the training of clerks
* Assessed the evaluation forms and compiled electoral training reports

**Leadership Responsibilities**

* Organizing Secretary – Kenyatta University Economics Students Association (KUESA)
* Prayer Coordinator – Kenyatta University Christian Union (KUCU), 2010-2011

**Awards/ Merits and Recognition**

* Best Student…
* Certificate of ….

**Interests/Hobbies:**

Crossword puzzles, Travelling, Playing Scrabble (Only include your hobbies if they add value to your profession)