THUO VICTOR NJOROGE  
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Email: [vikeedhuo@gmail.com](mailto:vikeedhuo@gmail.com)

**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, cash flow, budgets, fixed assets, and monitoring discrepancies. I seek to secure a challenging position that strives for organizational and personal development.

**Educational and Professional Qualifications:**

* Certified Public Accountant (CPA), Section 2, December 2016
* Bachelor of Commerce (Accounting option), Graduated from the University of Nairobi (December 2017)-Second Class Honours,Upper Division
* Kenya Certificate of Secondary Education, Makueni Boys High School, 2011 (Grade A-)

**Extra studies:** Computer Packages, MS Word, MS Access, MS Excel, PowerPoint, MS Publisher. Pwani Institute of Professional studies. 2012

**Professional Experience.**

1. Marketing Assistant.

Sodexo Kenya, June 2017-July 2017

* Marketed Sodexo to Corporates, establishing contact and handing over to the sales team.

1. Sales and Accounts Assistant.

Perfected Investors Ltd, Voi, January 2014-April 2014

* Managed inventory records.
* Made purchases from different suppliers.
* Prepared monthly financial statements for the company.
* Delivered sales to customers.
* Prepared the payroll and paid salaries.

1. Sales Assistant.

Anunda Communications Limited, Voi, November 2012-January 2013

* Distributed Airtime Vouchers to retailers.
* Sold phones and phone accessories.
* Made cash deposits in the company’s bank accounts.
* Operated M-PESA services.

1. Book Keeper.

Total Kenya Limited, Voi Service Station, April 2012-July 2012

* Compiled daily sales and purchase records of petroleum and diesel.
* Processed local purchase orders (LPO) for customers.
* Prepared invoices and made cash deposits in the company’s bank accounts.

**Leadership Responsibilities.**

* Vice Chairperson - University of Nairobi, Lower Kabete Campus Christian Union. (LKCCU),2016
* House Captain - Makueni Boys High School, 2011.

**Recognition.**

* Certification of Participation – 2016 Finance Students Association (FISA) Career fair.

**Extra Abilities and Activities**

• Musician- Multi instrumentalist in a Nairobi based music band by the name “Decode Worship”.

• I am a licensed driver.

**Key Skills and Competencies:**

* Outstanding knowledge of accounting practices and procedures
* Good relationship management & negotiation skills.
* Strong analytical skills
* Sound Ability to handle multiple tasks, set priorities and meet deadlines
* Ability to analyze and interpret complex financial data
* Respects work related codes of conduct.
* Ability to work effectively in a team.
* Organized, highly motivated and detailed problem solver.

**Referees.**

Please feel free to contact the under mentioned in regard to my competence, work ethic and performance.

1. Dr. James Njihia, Dean of students, School of Business-University of Nairobi,

Tel: 020 318 262. Ref: D33/2803/2013

1. Rev. Enoch Mudamba, Senior Pastor, Kenya Assemblies of God, Voi. Tel 0722 686 072.
2. Mr. Simon Kihara, Proprietor, Perfected Investors Ltd, Voi. Tel 0721 896 209.
3. Mr. Wilson Anunda, Proprietor, Anunda Communications Limited, Voi Tel 0722 912 424.
4. Susan Warui, Sales Manager, Sodexo Kenya, 0718 475 495. Email susan.warui@sodexo.com