**Curriculum vitae**

**MASINDE SIMON WAMALWA**

Sex : Male Date of Birth: 07th April 1991

Religion : Christian Marital status: Married

Nationality : Kenyan Language : English and Swahili

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: 0725920015

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| Objective | | |
|  | I look forward to work in a challenging environment, where my hard work is valued and recognised and where I can develop my career by pursuing further education. I endeavour to positively contribute towards the success of my employer and to one day be at the helm of decision making. | |
| Employment | | |
|  | **POPE JOHN PAUL 11 HURUMA HEALTH CENTRE – NANYUKI [ Dec 2016 - To Date]**  **SENIOR ACCOUNTANT**   1. Preparation of management accounts as per the international accounting standards and Internal Control System. 2. Maintaining the Hospital Assets and the liabilities register. 3. Administration of the general hospital payroll and the submission of the statutory deductions to the relevant authorities on time. 4. Accounting for the general ledger expenses and allocation of general ledger expenses. 5. Preparation of the Hospital Budget and comparing to the Actual Hospital performance to establish any variance to the budgets and why. 6. Preparation of budget and the Accounts commentary for the management decision making. 7. Preparation of Cashflows and the financial forecasts for the management’s decision making. 8. Overseeing the donor funded project in our hospital – HIV/AIDS Project and reporting back to the donor on the project performance by evaluating the budget status against the actual project. 9. Reconciliation of the Hospital Statement of Financial Position to keep an updated position of the Hospital Assets and liabilities by passing journals to correct the over and understating’s. 10. In charge of all Hospital Audits both internal and external. 11. Overseeing the Finance Department by motivating the Staff’s under me and ensuring production among all the staff’s through attaining the hospital targets.   **EVEREST ENTERPRISES LTD** **[Jan 2016 – Dec 2016 ]**  **SENIOR ACCOUNTANT**  In this position I am performing the following tasks:   1. Preparation of Group Management Accounts for the management decision making as per the International Accounting Standards. 2. Initiating and review of the group internal control system and implementing them across the group through the departmental heads. 3. Preparation of the Group annual budgets and Accounts commentaries for the ease of planning within the departments. 4. Audit of Petty cash on weekly, monthly and annual basis for internal control purposes. 5. Group cashflow projections on weekly, monthly and annual basis. 6. Payroll Administration through Payplus software 7. Liaising with the external Auditors i.e PKF Kenya and the KRA for tax compliance. 8. Preparation of the crop and product costing reports for the decision making purposes. 9. Initiating and creating business strategies to enhance the shareholders’ value for their investment in the business. 10. Coordinating the allocation of funds to mutually exclusive projects within the group. 11. Monitoring and servicing of guaranteed loans by the subsidiaries in the group and taking follow up action on the recovery of funds owed to the group by other debtors. 12. Group tax computation and filling to the KRA on timely basis. 13. Timely posting and allocation of income and expenses to the correct general ledger Accounts   **FINLAYS HORTICULTURE KENYA LTD** **[May 2014 – Dec 2015 ]**  **ACCOUNTANT**  In this position I am performing the following tasks:   1. Maintaining the accounts payables. 2. Timely filling of monthly statutory deductions- NSSF,NHIF and PAYE 3. Payroll Administration of over 1,700 employees. 4. General ledger accounting: Payroll journal vouchers preparation. 5. Preparation of end month accruals and prepayments. 6. Monthly maintenance and reconciliation of balance sheet schedules. 7. Posting of Debtors invoices into the accounting system 8. End month stock take. 9. Playing a key role in the periodical reports of the finance department. 10. Monthly bank reconciliations. | |
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|  | **EVEREST ENTERPRISES LTD [January 2012 – April 2014]**  **ACCOUNTANT**   * Preparation of weekly farm management accounts for decision making purposes. * Farm payroll Administration. * Weekly produce reconciliation and farmers payment. * Daily, weekly and monthly petty cash accounting. * Timely filling of statutory returns on monthly basis. * Lounging VAT claims to Kenya Revenue Authority. * Preparation and filling of VAT via Itax * Monthly bank reconciliation and maintenance of cheque register. * Posting all rental income receipts against tenant ledgers * Posting of all rental income against tenant ledgers on monthly basis. * Intercompany Reconciliations. * Company bank agent. * End month stock take. | |
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| **PROFFESIONAL AND EducationAL BACKGROUND** | | |
|  | **Northwood College – Nanyuki**  Certified Investment & Financial Analyst ( CIFA) Part 1 ( January – June 2018)  **Northwood College – Nanyuki**  Certified Investment & Financial Analyst ( CIFA) Part 2 ( July – December 2018)  **Excel Institute of Professionals**  Certified Public Accountant Part 3(Sec 5 & 6 )[ Jan 2016–June 2016 ]  **Kenya Institute of Management**  Diploma in Project Management [April 2014 - Sept 2015]  **Excel Institute of Professionals**  Certified Public Accountant Part 2(Sec 3 & 4 )[Jan 2012 – June 2012 ]  **Excel Institute of Professionals**  Certified Public Accountant Part 1 ( Section 1 and 2)[ Jan 2010 – June 2010]  **Bungoma High School [ 2005 – 2008 ]**  Kenya Certificate of Secondary Education (K.C.S.E)  **Marobo Primary School [1997 \_ 2004 ]**  Kenya Certificate of Primary Education (K.C.P.E)  **ADDITIONAL TRAININGS AND WORKSHOPS.**   * IFRS Training - KPMG Auditors * Epicor ERP * Pastel Accounting * Quick Books. * Workmate SQL Payroll software * Pay plus Payroll Software * Tally * KRA Training – Itax - KRA. | |
| **hematics INTERESTS AND STRENGTHS** | | |
|  | 1. Knowing more about the corporate world 2. Team work and team building 3. Enthusiastic and quick learner 4. Punctual and keen at work | |
| **Hobbies** | | |
|  | 1. Socializing 2. Travelling 3. Reading news papers 4. Team building | |
| **Referees** | | |
| 1. Mr. John K. Mutunga  Group Chief Accountant  Everest Enterprises Ltd  P.O Box 22866 – 00100  Nairobi  Mobile:0722-256 845  2. Mr. John W. Karuga  Chief Executive  Everest Enterprises Ltd  P.O Box 52448 - 00200  Nairobi  Mobile: 0722-720 876 | |

**3.** Mr. Jelvasio N Njiru

Management Accountant

Flamingo Horticulture Kenya Ltd

P.O Box Private Bag -10400

Mobile: 0724 323 799

Nairobi