# CURRICULUM VITAE MUNYASIA MAGRINE NANJALA Tel: 0721 72 78 33

As a professional Accountant, I have highly numerate finance and accounting skills relevant to build a career in my field of study. I am reliable and dependable in meeting objectives, hardworking with high personal standards and attention to detail.

My goal is to transfer my commitment and passion for better performance and self-development.

# PERSONAL DETAILS:

* **Date of birth** 03/06/1978
* **Language spoken** English, Kiswahili and Luhya
* **ID number** 20452751
* **Home County** Bungoma
* **Religion** Christian
* **Postal address** 5608 - 30100 Eldoret
* **Email** [munyasiamagrine@gmail.com](mailto:munyasiamagrine@gmail.com) **EDUCATION AND PROFESSIONAL QUALIFICATIONS 2012-2014** MOI university: Bachelor of Business Management;

Finance and Banking option – Attained First class honors

**2010-2011** Pinnacle Business School; Nairobi

Pass in CPA part three; sections 5 and 6 (KASNEB)

**2009-2010** Pinnacle Business School; Nairobi

Pass in CPA part two; sections 3 and 4 (KASNEB)

**2005-2006** Orbit School of Accountancy and Management Pass in CPA part one; sections 1 and 2 (KASNEB)

**1993-1996** Kabula Secondary school

Kenya Certificate of Secondary Education (KCSE) Mean grade; C+

**1985-1991** Kimwanga Primary School

Kenya Certificate of Primary Education (KCPE)

# Basic computer and accounting packages

* Word processing - Ms Word
* Spread sheets - Ms Excel
* Sun-system/Vision
* Micros/Opera

# PROFESSIONAL BODY

Associate Member of The Institute of Certified public Accountants of Kenya (ICPAK)

# WORKING EXPERIENCE

**October 2014 to Date - : Boma Inn Eldoret Department:** Finance

**Position**: Accounts Assistant – Receivables **(Credit Control)**

# Duties/responsibilities

* To process the daily transfer from guest ledger to city ledger of all invoices and credit card payments.
* To verify that the room rates charged to travel agents are in accordance with their contracts.
* To ensure that group billings are completed as per contract.
* To ensure that all folio transfers are approved and debtors are routed to correct customers.
* To ensure accuracy of all charges and credits posted to individual accounts.
* To balance all in house accounts on a weekly basis.
* To reconcile payments and open invoices.
* To reconcile accounts receivable trial balances with the general ledger accounts each month and to ensure accurate ageing.
* To answer clients queries promptly, professionally and efficiently.
* To maintain and keep all finance files, ensuring that on a daily basis all relevant account documents are filed correctly.
* Visit clients to deliver invoices and collect payments
* Making sure weekly and monthly reports are properly prepared
* Bank Statement and credit cards statement reconciliation

# 2011- October 2014: Monte Carlo Restaurant-Nairobi Position: Accountant

**Duties/responsibilities**

* Bank statement reconciliation
* Preparing payrolls and paying workers, and ensuring statutory deductions are made and remitted
* Preparing financial statements
* Guiding and supervising the work of accounts clerks/assistant
* Advising the management on food costing **2007-2010: Monte Carlo Restaurant-Nairobi Position: Accounts Assistant Duties/responsibilities**
* Banking of cash and cheques
* Bank statement reconciliation
* Preparation of monthly and yearly reports
* Inventory/Stock taking and reporting
* Preparing statutory returns and paying .i.e VAT, NSSF, NHIF
* Preparing payrolls and paying workers **2003-2006; Monte Carlo Restaurant-Nairobi Position: Office Assistant**

# Duties and responsibilities

* General clerical work, filing and office organizing
* Stock taking
* Banking of cash and cheques
* Remitting of NSSF and NHIF

# 1998-2000

Worked with BAT as a casual sales clerk stationed at Malakisi leaf Centre

# Duties and responsibilities

* Raising invoices
* Filing of receipts and invoices

# HOBBIES AND PERSONAL INTERESTS

* Reading
* Watching movies
* Studying

# REFEREES

* **Clemence Kimathi** HR – Boma Inn Eldoret 0723 278 762

[klemencekimathi@gmail.com](mailto:klemencekimathi@gmail.com)

# Michael Owaya

Manager – Africa College of Aviation and Management [michaelowaya@gmail.com](mailto:michaelowaya@gmail.com) , Tel: 0722 304 783

# Michael Muguchia

Head of Finance/Hotel Accountant – Boma Inn Eldoret [Michael.muguchia@theboma.co.ke](mailto:Michael.muguchia@theboma.co.ke)

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