

Nyaga Betty Muthoni

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Nationality:- Kenyan ID:- 24770986
DOB:-1987.

OBJECTIVE

To exercise the knowledge and skills acquired to improve my professionalism and also to enhance my professional experience with a view of acquiring and offering technical experience in accounting and or related fields while adding value to your organization.

EMPLOYMENT

Deputy Presiding Officer for the 2013 general election for the IEBC.

19th Feb 2013 – 5th March 2013.

Duties and responsibilities were to deputize the presiding officer to:

- Oversee efficient and effective management of the election before, during and after the election,
- Collect and ensure security of all election materials for the general election,
- Ensure the good conduct of elections in the polling station assigned,
- Count, tally and announce the provisional results in the polling station and sending them to the constituency tallying centre,
- Ensure safe custody of all documents during the elections and document hand over of all election materials and equipment to the returning officer after the election

House Mart Company Limited- Accountant

Duties and responsibilities:

March 2012 – Dec 2012.

- Preparation of vat records/ accounts,
- Maintaining cash books and reconciliation of accounts.
- Reconciliation of daily sales records.

Njuca Consolidated Limited-Accounts department

Duties and responsibilities:

Jan- Feb 2012.

- Maintaining project site records,
- Preparing vat accounts/ records,
- Imprest handling and accounting,
- Casual staff payroll preparation,
- Project costing.

Export Processing Zones Authority (EPZA) - Finance Department. Accounts support-

Duties and Responsibilities;

July- Sept 2010.

- Receipting of income from clients,
- Preparation of fixed assets movement schedule and fixed assets register,
- Preparation of payment vouchers and cheques,
- Issuing of invoices and local purchase orders,
- Reconciliations of water billings,
- Stock taking.

PROFESIONAL QUALIFICATION	Jomo Kenyatta University Of Agriculture and Technology	<i>2008– 2011</i>
	Bachelor of commerce degree- Accounting option Second class honors- Upper Division.	
	Embu College of Professional Studies	<i>2006</i>
	Certificate in computer packages	
	CPA PART 1 Section 1- passed Section 2- Exempted	<i>2007</i>
	CPA PART 11 Section 3- passed. Section 4- Passed.	<i>2012</i>
		<i>2013</i>
EDUCATION	Moi Girls’ Isinya High School	<i>2001 – 2004</i>
	Kenya certificate of secondary education, (KCSE C+), PLUS.	
ACHIEVEMENT	Certificate of recognition of leadership awarded for participating in good leadership in high school.	
SKILLS	<ul style="list-style-type: none"> • Resourceful • Excellent representation skills • Team player and service oriented • Ability to work under pressure • Good communication skills • A quick learners • Good time management skills. 	
HOBBIES	<ul style="list-style-type: none"> • Swimming • Listening to Music • Watching movies • Travelling 	

REFEREES

Mr. Antony J. Maingi,
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