**CURRICULUM VITAE**

**Name:** Metrine Wairimu Mungai

**Nationality**: Kenyan

**Address:** P.O. Box 92-00511 Karen Nairobi

### ****Professional Summary****

Detail-oriented and highly skilled **Accountant** with over 3 years of experience in financial reporting, budgeting, tax compliance, and financial analysis. Experienced in utilizing accounting software such as Quickbooks Committed to upholding ethical financial practices and contributing to business growth through sound financial management

### ****Work Experience****

**Accountant2023-**

**N.ONSONGO & ASSOCIATES CPA (K),**

* Assisting with audits and providing necessary documentation and data analysis
* Preparing financial statements such as balance sheets, income statements, and cash flow statements.
* Generating reports for management to support decision-making.
* Ensuring compliance with accounting standards and regulations.
* Bookkeeping

**Accountant**  
NEFESO SACCO SOCIETY   
2019-Jan 2020

* Controlling all society cash transactions,
* Calculating employee salaries, deductions, and benefits.
* Ensuring timely and accurate payroll disbursement.
* Complying with labor laws and tax regulations related to payroll
* Preparing annual society budget with assistance from the budget committee among others.
* Preparing periodic reports on accounts payable and payment activities.
* Assisting in month-end and year-end closing procedures.
* Reconciling bank statements and accounts payable balances

BARBER KINGS KENYA

**Accountant** 2018

* Assisting with audits by providing necessary documentation
* Bookkeeping
* Managing invoices, payments, and collections.
* Ensuring timely processing of supplier payments

### ****Education****

**Cooperative Management**  
Cooperative University of Kenya

**Kenya Certificate of Secondary Education (K.C.S.E)**  
Mutuma Secondary School  
2011 - 2014

**Computer Packages**  
Jogima Business and Computer College  
January 2015

**Kenya Certificate of Primary Education (K.C.P.E)**  
Mutuma Primary School  
2002 - 2010

### ****Technical Skills****

**Proficient in Accounting software :**  Quickbooks

**CRM Tools**: Proficient with Zendesk and Freshdesk for managing customer support tickets and tracking interactions.

**Microsoft Office Suite**

* + Microsoft Excel: Microsoft Outlook Microsoft PowerPoint Microsoft word

### ****Hobbies and Interests****

* Reading
* Socializing
* Networking

### ****References****

**CPA Onsongo Nyakundi**  
 Auditor, **N.ONSONGO & ASSOCIATES CPA (K),**

**JOHN MWAI**

Manager,NEFESO SACCO SOCIETY

**Dr. Joshua Patrick**  
Director, APC Intl