

# CURRICULUM VITAE

M A S I N D E   S I M O N   W A M A L W A

Sex	: Male	Date of Birth:	07 <sup>th</sup> April 1991
Religion	: Christian	Marital status:	Married
Nationality	: Kenyan	Language	: English and Swahili
I.D No	: 27852642	Address	: Private Bag – 10400 Nanyuki.
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	: 0725920015		

## OBJECTIVE

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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

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**POPE JOHN PAUL 11 HURUMA HEALTH CENTRE – NANYUKI [ Dec 2016  
- To Date]**

### **SENIOR ACCOUNTANT**

- Preparation of management accounts as per the international accounting standards and Internal Control System.
- Maintaining the Hospital Assets and the liabilities register.
- Administration of the general hospital payroll and the submission of the statutory deductions to the relevant authorities on time.
- Accounting for the general ledger expenses and allocation of general ledger expenses.
- Preparation of the Hospital Budget and comparing to the Actual Hospital performance to establish any variance to the budgets and why.
- Preparation of budget and the Accounts commentary for the management decision making.
- Preparation of Cashflows and the financial forecasts for the management's decision making.
- 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.
- 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.
- In charge of all Hospital Audits both internal and external.
- 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**  
**SENIOR ACCOUNTANT**

**[Jan 2016 – Dec 2016 ]**

In this position I am performing the following tasks:

- Preparation of Group Management Accounts for the management decision making as per the International Accounting Standards.
- Initiating and review of the group internal control system and implementing them across the group through the departmental heads.
- Preparation of the Group annual budgets and Accounts commentaries for the ease of planning within the departments.
- Audit of Petty cash on weekly, monthly and annual basis for internal control purposes.
- Group cashflow projections on weekly, monthly and annual basis.
- Payroll Administration through Payplus software
- Liaising with the external Auditors i.e PKF Kenya and the KRA for tax compliance.
- Preparation of the crop and product costing reports for the decision making purposes.
- Initiating and creating business strategies to enhance the shareholders' value for their investment in the business.
- Coordinating the allocation of funds to mutually exclusive projects within the group.
- 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.
- Group tax computation and filling to the KRA on timely basis.
- Timely posting and allocation of income and expenses to the correct general ledger Accounts

**FINLAYS HORTICULTURE KENYA LTD**  
**ACCOUNTANT**

**[May 2014 – Dec 2015 ]**

In this position I am performing the following tasks:

- Maintaining the accounts payables.
- Timely filling of monthly statutory deductions- NSSF,NHIF and PAYE
- Payroll Administration of over 1,700 employees.
- General ledger accounting: Payroll journal vouchers preparation.
- Preparation of end month accruals and prepayments.
- Monthly maintenance and reconciliation of balance sheet schedules.
- Posting of Debtors invoices into the accounting system
- End month stock take.

- Playing a key role in the periodical reports of the finance department.
- 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.
- Lounching 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**

- Knowing more about the corporate world
- Team work and team building
- Enthusiastic and quick learner
- Punctual and keen at work

**HOBBIES**

- Socializing
- Travelling
- Reading news papers
- 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