

## CURRICULUM VITAE



### PERSONAL DETAILS

**Name:** Moses Ngusya Mutinda  
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**Cell no.** 0711952531  
**ID Number:** 29665657  
**Date of birth:** 9<sup>th</sup> Feb. 1991  
**Gender:** Male  
**Marital status:** Married

### MISION STATEMENT

To work in the business industry and other fields with honesty, enthusiasm, determination, attitude and hard work. Be among the figure changing the face of the industry through innovation and creativity.

### CAREER OBJECTIVE

Be a prominent employee with best quality skills and output by result through business management quality service delivery within goals and objectives, to meet satisfaction of customers in the organization by working hard to achieve results within limits in honesty and patience in readiness to forthcoming challenges.

### EDUCATION BACKGROUND

Currently am doing Certified public accountant (CPA) section 2

Machakos University College 2013-Aug 2015 Diploma in Business Management

Masii Boys High school 2008-2011 Kenya Certificate of Secondary Education

Mwatungo Primary school 1997-2007 Kenya Certificate of Primary Education

### PROFESSIONAL SKILLS

**MANAGEMENT SKILLS:** Financial skills, Analytical skills, Problem solving skills, communication skills, personnel management skills, Business policy & strategy planning skills

**INFORMATION TECHNOLOGY:** Microsoft Office Suite i.e. introduction to computers, ms word, Ms Excel, Ms power point, Ms Access, advance Excel & internet. Software i.e. samba systems

Quick books and Sage accounting software

LEADERSHIP SKILLS: Group leader. Class representative

Driver with class BCE driving license

## **WORK EXPERIENCE**

### **1. Transhaul ltd**

Position: Business support/Admin from Jan 2016 to date

### **Role Accounting**

- Provide accounting and clerical support to the management
- Prepare and maintain accounting documents and records
- Prepare bank deposits, general ledger postings and statements
- Reconcile accounts in a timely manner
- Daily enter key data of financial transactions in database
- Provide assistance and support to company personnel
- Research, track and restore accounting or documentation problems and discrepancies
- Inform management and compile reports/summaries on activity areas
- Function in accordance with established standards, procedures and applicable laws
- Preparing payroll
- Banking & bank reconciliations
- Processing receipts, sales invoices and payments
- Maintaining financial records which accurately record the business' incoming and outgoing finances
- Completing tax return paye and VAT on time

### **Human resources duties**

- training and developing staff
- making sure that staff get paid correctly and on time
- pensions and benefits administration
- looking after the health, safety and welfare of all employees
- organizing staff training sessions and activities
- monitoring staff performance and attendance
- advising line managers and other employees on employment law and the employer's own employment policies and procedures
- ensuring candidates have the right to work at the organization

### **Procurement duties**

- Purchase or contract for supplies, services and equipment required, within the limits of the current budget
- Negotiate and recommend execution of contracts for the purchase of supplies, services and equipment
- Keep informed of current developments in the field of purchasing, prices, market conditions and new products

- Prescribe and maintain such forms as are reasonably necessary to conform to the requirements of this chapter and other rules and regulations
- Supervise the inspection of all supplies, services and equipment purchased to insure conformance with specifications

## **2. Tuskys Mattress ltd**

Position: inventory controller for a period of 6 months

- To maintain record of receipts as well as issuance of items that are going out of the warehouse so as to ensure accuracy and completeness.
- To be involved in reconciliation of physical stock with the stock in the system
- To oversee that the arrangement of goods has been done in an orderly system within the stock location system so that the stock can be stored easily and retrieved whenever there is a requirement. Similarly, he/she ensures that the stocks stay physically protected in the warehouse
- To undertake the function of stock taking and confirm the periodic stock on a regular basis by working closely with the designated staff members
- To supervise the offloading process, the subsequent arrangement of merchandise, material and consignment so that it can be accessed and identified easily
- To ensure the correct and timely valuation of the inventory and to be involved in directing and managing procedures related to offloading, packing and unpacking

## **Other experience**

Data entry clerk in Machakos County

Enumerator in data collection in Machakos Water mapping project

Worked as a trainee at Machakos county Government under human resource department

Attached at Machakos Water& sewerage Company ltd under Finance and Commercial managers

## **INTERESTS AND HOBBIES**

Socializing

Leadership

Reading (inspirational books, novels and newspapers)

Playing volleyball

## **REFEREES**

1. Pst: Solomon M.Moto

Cell: 0722503862

2. Japheth Muinde Musyoki

Sales Manager  
Transhaul ltd  
Cell: 0720908258