

CURRICULUM VITAE

Caroline Njeri Karugu

DATE OF BIRTH: 1st Sep, 1989

ID No : 27569569

Nationality : Kenyan

Religion : Christian

Gender : Female

Marital Status: Single

Address : Nairobi

Language : English and Swahili

Email : carole.karugu@gmail.com

Cell : +254-739931508

Profile

Graduated with 2nd class honours from University of Nairobi with a degree in Economics & Statistics; I am also a CPA finalist with 6years experience as an Accountant and Administrator.

Career objective

To work in an organization effectively both as an individual and teamplayer to acquire a vast experience, exercising a high degree of integrity, competence and professional ethics in administering my duties and responsibilities.

Summary of Attributes

- Excellent team player who thrives on new challenges and able to work in a multicultural environment.
- Being professional in carrying out every task, while having an open mind to creative new ideas
- Ability to maintain confidentiality.
- Proficient in budget management.
- Developed strong customer relations/people personskills
- Possess excellent analytical, time management and account management abilities.
- Able to review and disseminate information to diverse audiences using exceptional written and verbal communication skills

Working Experience

▪ **July 2013 to Present Zhejiang Steel Limited**

Administration and Finance Department.
Position: Director

Key Roles Played:

- Develop, maintain & analyze budgets, prepare periodic reports that compare budgeted costs to actual costs.
- Coordinate & ensure the company is well insured & renewal of insurance policies is done on time.
- Summarize current financial status by collecting information, preparing Balance Sheet, Profit & Loss statement as well as the Trial Balance and providing proper analysis of the same.
- Ensure company licenses are renewed on a timely manner
- Filing of annual company returns with the registrar of companies.
- Ensure the journals are updated to reflect all company transactions.
- Ensure timely preparation of company tenders.
- Conduct internal audits to ensure all company documentation is legitimate & all company transactions have relevant supporting documentation.
- Maintain the company fixed asset register i.e. checking their physical presence, depreciation policies, analyzing their effectiveness & ensuring they are properly insured.
- Ensure cash and cheque receipts are recorded, bank deposits made & the bank statements reflect the proper deposits
- Execute & Ensure timely filing & payment of the company statutory deductions. i.e. NSSF, NHIF & PAYE.
- Ensure proper calculation of VAT, timely payment & update of the company tax account.
- Analyze business operations trends, costs, revenues, financial commitments & obligations to project current & future revenues as well as expenses .
- Design, review & enforce internal controls
- Prepare & process payroll in a timely manner
- Ensure effective record management within finance department i.e. Creditors, Debtors, Staff, Banking Information, Invoices, VAT, NSSF, NHIF, Insurance.
- Ensure customers are invoiced properly; invoices are issued to the relevant clients on time & copies returned to the office with confirmation from client that they have been received.
- Enforce Credit control policy.
- Management of utility bills.
- Ensure staff movement, absents, terminations & desertion records are maintained in an effective manner & proper deductions made
- Ensure proper maintenance of chart of accounts & ensure entries are assigned to the proper accounts.

January 2011 to June 2013. John Snow Health International.

Administration and Finance Department.

Position: Administration & Finance Assistant

Key Roles Played:

- Records management inwards & outwards mail, purchasing & diary management.
- The reception & front of house functions e.g. first point of contact services
- Preparation of management report & actual against project plan budget as required.
- Provide management reporting to Programme co-ordinate & Finance & Audit Committee.
- Prepare financial plans, proposal budgets, amendments & extensions for the project life up to & including close-out.
- Review & generate financial reports for compliance with grant & donor requirements analyze spending trends & provide feedback & analysis to project team leaders & field colleagues on areas with significant over/under spending actions.
- Process accounts payable, prepare for, process & record payments.
- Action regular reconciliation of all bank accounts.
- Maintain the Asset register & depreciation schedule.
- Support preparation of annual audits & preparation of annual financial statements working with the treasury, external accountants & auditors.
- Work with the Programmes co-ordinator & other staff on preparation of budgets & reviewing progress against budget.
- Processing of travel and general procurement related Invoices;
- Preparation of travel claims, advances etc;
- Assist with VAT claims;
- Conduct general administrative function as requested in support of the maintenance of an updated and easily accessible filing system;
- Sending of payment confirmations to vendors;
- Assist with the preparation of all support documentation for the Monthly Expense report;
- Assist with the financial controls linked to the corporate Credit Cards;
- Processing of all debit orders and bank charges as well as other Invoices using quick books.

Educational Background.

2009–2013	University of Nairobi Bachelor of Economics & Statistics Second Class Honours
2008-2013	Strathmore University KASNEB CPA Finalist
2004–2007	Mary Mount High School Kenya Certificate of Secondary Education (KCSE) Mean Grade A-.

Special Skills

IT Skills: Excellent command of the Microsoft Office Suite- Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Access
Accounting Package: Sage & Quickbooks
Statistical Package: STATA & SPSS

Membership and Achievements

- September 2012- May 2013 Professional Accounting Students Association of University of Nairobi
- Writing minutes, organizing profession seminars in conjunction with university careers office and corporate bodies, giving KASNEB updates.

REFEREES

Mr. Kiunga Kamathi,
Business Development Manager,
Transparent Assurance Agency,
Email: transparentassurance@yahoo.com
Number: +254726354599

Mr. Tomno Kipkemboi,
General Manager
Wajeethi Limited,
Email: kemboi_tom@yahoo.com
Number: +254725-467939

Mr Lydia Mugo,
John Snow Health International
P.O. Box 260-00200
Nairobi
Email: Lydia.Mugo@gmail.com
Number: +254721-530177