

# **LEWIS KIMATHI MUNG'ATHIA**

## **CURRICULUM VITAE**



### **PERSONAL DETAILS**

DATE OF BIRTH : 14<sup>Th</sup> April 1986  
GENDER : Male  
MARITAL STATUS : Married  
RELIGION : Christian  
NATIONALITY : Kenyan  
I.D NUMBER : 24987065  
LANGUAGE : English & Kiswahili  
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### **CAREER OBJECTIVE**

To work competently, faithfully and objectively with maximum utilization of my talent, skills and knowledge acquired for absolute organizational benefit and individual development.

### **PROFILE SUMMARY**

I am self-motivated, honest and enthusiastic individual, oriented towards positive goals. I am versatile, equipped with impressive diligence, work ethics and outstanding organizational skills. I demonstrate admirable leadership abilities and strong focus, with devotion to my duties and the energy to use my talents in full.

### **EDUCATIONAL QUALIFICATION**

JANUARY 2019 – APRIL 2022	MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY BACHELORS OF COMMERCE (FINANCE OPTION) ONGOING
JANUARY 2007 - JUNE 2010	KASNEB CERTIFIED PUBLIC ACCOUNTANT (CPA) FINALIST PART 1 – PART 3 (Pass)
2002 – 2005	AKIRANG'ONDU BOYS SECONDARY SCHOOL K.C.S.E Mean grade of B (plain)
1994 – 2001	MPOROKO PRIMARY SCHOOL. K.C.P.E 245 points out of 500

### **COMPUTER PROFICIENCY**

- Microsoft office suite
- Accounting packages such as Sage-Pastel Evolution & QuickBooks

### **EXTRACURRICULAR ACTIVITIES**

- Member of Christian union at Strathmore University
- Class prefect at high school
- Secretary of Christian union & mathematics club at high school

## **WORK EXPERIENCE**

### **1. PERIOD: JANUARY 2015 - TO DATE**

**POSITION: CLERK OF WORKS CUM ACCOUNTS ASSISTANT**

**ORGANIZATION: IGEMBE CENTRAL CONSTITUENCY CDF**

#### **Responsibility:**

- Making regular inspections to monitor the progress of ongoing CDF projects.
- Ensuring that correct materials and workmanship are used as per the set standards and specification and in compliance with the bill of quantity.
- Ensuring proper and detailed record keeping related to the projects.
- Ensuring only items delivered are authorized for payment.
- Ensuring CDF rules and regulation are keenly observed in all the projects
- Ensuring proper management of funds by the Project's management committees.
- Maintains updated financial records and records of the projects.
- Payroll administration
- Preparation payment vouchers
- Any other duty assigned by the fund accounts manager such as cheque writing, reconciliations, etc

### **2. PERIOD: 1<sup>ST</sup> NOVEMBER 2014 TO 15<sup>TH</sup> OCTOBER 2015**

**POSITION: ACCOUNTS ASSISTANT**

**ORGANIZATION: COMMUNITY DEVELOPMENT TRUST FUND (CDTF)**

CDTF is a N.G.O financing Borehole water project including sinking and equipping a community borehole water system and 3no. Classrooms construction for Kachiuru primary school in Igembe North.

#### **Responsibility**

- Cashbook preparation
- Payment vouchers preparation
- Imp rest management
- Cheque writing
- Bank reconciliations
- Proper Records keeping
- Preparation of expenditure report

### **3. PERIOD: APRIL 2013 - MAY 2014**

**POSITION: ASSISTANT ACCOUNTANT**

**ORGANIZATION: LAARE SPRINGS (K) LTD**

Laare springs (K) limited is a Beer and Spirits distributing company located at Laare.

#### **Responsibility**

- Operating imp rest system
- Verifying bank deposits & payments and reconciling them against the bank statement.
- Manage Motor vehicle running expenses such as fuel & per diem expenses
- Monitoring supplier accounts including payments, receiving supplied items into the system and any goods returned to suppliers.

- Any other accounting duty assigned by the chief accountant
4. PERIOD: SEP 2012 – MARCH 2013  
POSITION: ASSISTANT ACCOUNTANT  
ORGANIZATION: LAARE KAMUKUNJI STORES (K) LTD

Laare Kamukunji is a Readily Consumer Goods and hardware distributor and wholesaling company located at Laare.

**Responsibility**

- Operating imp rest system.
- Manages office expenditures within the expenditure budget limits.
- Verify bank deposits & payments and reconcile with the bank statement.
- Manage Motor vehicle running expenses such as fuel & other per diem expenses.
- Prepare, maintain and manages records of day to day transactions.
- Assisting the accountant in preparing periodic financial statements n other reports.

5. PERIOD: APRIL 2012 - AUGUST 2012  
POSITION: STORE CLERK  
ORGANIZATION: LAARE SPRINGS (K) LIMITED

**Responsibilities**

- Stock taking
- Keeping stock card
- Ensuring cleanness is observed
- Supervision of subordinate staffs of the company
- Ensuring FIFO system is observed when receiving and issuing stocks.
- Reporting to the operational manager

6. PERIOD: AUGUST 2010  
POSITION: REFERENDUM OBSERVER  
ORGANIZATION: ELECTION OBSERVATION GROUP (E.L.O.G).

**Responsibilities**

- Overseeing the progress of the exercise.
- Witnessing the votes count.
- Overseeing the conduct of the election officials against any malpractices.
- Ensuring fairness is embraced in every process the vote go

7. PERIOD: 27<sup>TH</sup> AUGUST 2007  
POSITION: ELECTORAL CLERK  
ORGANIZATION: ELECTORAL COMMISSION OF KENYA (ECK)

**Responsibilities**

- Carrying out the voting exercise from casting to counting.
- Submitting the reports to the polling station's supervisor.

### **KEY QUALIFICATION AND SKILLS EARNED**

- Meticulous attention to detail
- Good interpersonal skills
- Ability to juggle multiple tasks and divide my time between work and study.
- Numeracy and strong aptitude for mathematics
- Team work
- Ability to work to deadlines, under pressure and the willingness to put in extra hours when needed.
- Good IT skills.
- Experience in reviewing/finalizing company and individual accounts such as VAT, P.A.Y.E and so on.
- Highly motivated and ready for a challenge
- Proven ability to lead a team and to mentor junior members of staff.

### **COMMUNAL SERVICE**

Participated in the HIV/AIDS awareness campaign at Mporoko Primary School in the year 2006 organized by a non-governmental organization called Samaritan Purse whereby we taught on how AIDS can be contracted, spread and prevented.

### **INTEREST**

- Reading motivational literature and financial journals
- Socializing

### **REFEREES**

#### **1 DANSON NJOGU**

IGEMBE CENTRAL FUND ACCOUNT'S MANAGER  
P.O BOX 300-60600 MAUA.  
CELLPHONE: 0703-780-482

#### **2. JOSEPH MUTHARIMI GABRIEL**

HEPTA ACADEMY DIRECTOR.  
CELLPHONE: 0725-960 853

#### **3. JOHN GIKONYO**

CHIEF ACCOUNTANT  
LAARE SPRINGS (K) LTD  
P.O. BOX 123-60601 LAARE  
CELLPHONE: 0725 898 033

#### **4. WILLIAM THUKU**

ASSISTANT CHIEF  
MACHUNGULU SUB LOCATION.  
P.O. BOX 245-60600 MAUA  
CELLPHONE: 0720 468 029