

CURRICULUM VITAE
Postal Address: P.O Box 98-10200.
Email:rosemaina200@gmail.com

PERSONAL DETAILS

Name : Rose Waithera Maina
D.O.B : 24/10/1991
Sex : Female
Nationality : Kenyan
Languages : English and Kiswahili
Marital status : Single
Phone No : 0704041333

PERSONAL PROFILE

- Self-driven, focused and result oriented.
- Industrious and an active team player.
- Committed person who values honesty and integrity in her work.
- Take criticism positively and ready to learn new ideas.

CAREER OBJECTIVES

To uphold and protect professionalism in order to promote respect and public confidence in the profession, and impart knowledge and innovation in accounting sector.

EDUCATIONAL BACKGROUND

Duration	Institution	Level	Grade
2013- 2017	Kirinyaga University	Bachelor of Commerce	Second class Upper division
2008-2012	Maragi Secondary School, Murang'a	KCSE	B+
1999-2007	Gaitheri Secondary School,Murang'a	KCPE	343/500

PROFESSIONAL TRAINING

Duration	Institution	Level	Grade
2015 to date	Kirinyaga University	Diploma in CPA(KASNEB)	Part II Sec 4

WORKING EXPERIENCE

Jan 2020 to date: Accountant Peter & Company Audit Firm

Duties and Responsibilities

- Auditing financial statements.
- Advising clients' matters relating to accounting and taxation.
- Preparation of financial statements.
- Filing of VAT return, statutory and annual tax return.
- Petty cash maintenance.
- Filing of Company annual return and processing of CR 12.

2018:2019: Assistant Accountant sprinter real investment limited

Duties and Responsibilities

- Preparation of bank reconciliation statement.
- Data capture and vote book controlling.
- Tax filing.
- Revenue Computation.

May- August 2016: Audit assistant internship - Hudson& Associates

Duties and Responsibilities

- Maintaining cash office
- Examination of payment of vouchers.
- Cashbook recording.

OTHER ENGAGEMENTS

Cashier at Faith Hotel

SKILLS

- Good communication skills.
- Analytical and problem solving.
- Organization and attention to details.
- Critical thinking.
- Computer literate.

REFEREES

- 1. Peter Gacheru wairimu,**
Managing director,
Peter and Company,
Email : pgacheru05@yahoo.com
TEL: 0723 711 105.

- 2. Meshack Makhoha,**
Finance officer,
Sprinter real estate investment limited,
Email: masiga6@gmail.com
TEL: 0724094663

- 3. Hudson Mureithi Nguu,**
Managing partner,
Hudson & Associates,
Po box 4984-00200,
Email: hnguu@yahoo.com
Tel: 0722 762 534.