Collins Mungai
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PROFESSIONAL PREVIEW

I am a highly motivated, focused, detail oriented and efficient Bachelor of Commerce, Finance Option graduate, I am seeking a role which allows me to continue learning and perfecting my skills as I provide high-quality work, and encourages me to flourish in this amazing field. I have gained a lot and I have a lot to offer. Throughout my career, I always leave myself free to experience, feel and think this amazing field. I have a proven track record from the various tasks that I have been involve in. All this thanks to my ability and willingness to learn and be challenged. This has helped me a lot. I am eager to be challenged in order to grow and further improve my career. If you looking for a person to work in your highly demanding organization, that's me.

PERSONAL SKILLS AND COMPETENCIES

Integrity and Discipline	This is demonstrated in my ability to follow instructions from my superiors as well as handling data with confidentiality
Leadership and Team Management Skills	Recognized by employees as being empathetic, helpful and can work calmly under pressure.
Decision making and problem solving skills	I can see any given situation from multiple perspectives, which makes me uniquely qualified to complete my work even under challenging conditions
Tenacious and resilient	I'm persistent in following up on my strategies in order to attain set targets while at the same time I'm flexible in changing strategies that don't work
Detail oriented	I value accuracy and ensure every duty I undertake pays close attention to details and captures all the valuable data.
ICT Competence	Proficient in navigating the MS suite and internet and the use of accounting packages.
Excellent communication skills	Fluent in written and spoken English and Kiswahili as well as presentation skills

EDUCATIONAL BACKGROUND

Kenyatta University	Bachelor of Commerce, Finance Option	2011-2016
Nairobi institute of business studies	Quick books and sage	2013
Wang point technologies	International computer driving license.(ICDL)	2011
Kijabe boy's high school	Kenya Certificate of Secondary Education	2007-2010

WORK EXPERIENCE

POSITION	**ORGANIZATION**	**DATE**
Production	**Maramba tea factory**	**April 2018- Feb2019**

Achievements

- Planned and organized production schedule
- Estimated, negotiated and agreeing budgets with manager
- Overseeing production process.
- Kept record of transaction activities
- Offered financial advice to various department

POSITION	**ORGANIZATION**	**DATE**
Finance Intern	**K-Unity Sacco**	**Sep-Nov 2014**

Achievements

- Filing bank statements according to branches
- Reconciling main office and branch bank statements
- Writing cheques and correction of errors
- Management and coordination of filing system between HQ and field branches.
- Review and reconciliation of financial statement between HQ and field branches.

MEMBERSHIP

Jan 2011 - April 2016: Member of Aids Control Unit, Wildlife club, Environmental club and Entrepreneurship club

TRAINING

March 2019, Corporate Staffing Services- **Practical Accounting Skills & QuickBooks Usage;**

- Practical QuickBooks Training-latest Version
- Online payroll processing including P.A.Y.E, N.H.I,F and N.S.S.F
- How to prepare VAT and withholding Tax Return (W/tax)
- How to accurately prepare year end statutory accounts
- Filing of the Corporation tax return
- How to prepare a set of management accounts

KEY STRENGTHS

- **Financial Skill**: Measuring financial risks and then developing and implementing strategies to minimize that risk. Advising on the financial implications and consequences of business decision
- **Financial Reporting**: I have effectively generated monthly reports: Profit and Loss Account, Balance Sheet, Trial Balance and supporting ledgers.
- **Tax and statutory deductions**: Well versed with the knowledge various taxes (VAT, income tax and withholding) with knowledge in the preparation of statutory payments i.e. PAYE, NSSF, NHIF and payroll management.
- **Accounting**: Effective in handling general accounting principles such as reconciliations, petty cash management and the general ledgers and, balancing of accounts and ensuring proper bookkeeping.

REFEREES

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