***PERSONAL***

***INFORMATION***

[*Kiganya.292682@2freemail.com*](mailto:Kiganya.292682@2freemail.com)

Date of Birth: 3rd December 1990

Gender: Male

Nationality: Kenyan

Marital Status: Single

***PERSONAL***

***VALUES***

* A problem solver to challenging tasks.
* Good communication and strong interpersonal skills.
* Strong Team player and resourceful.
* Able to work with or without supervision
* Reliable, flexible to development and self starter.
* Ability to study new concepts, trainable and loyal.
* Willing to learn and acquire new skills
* Trustworthy, respectful, punctual, hardworking and proactive.
* Customer oriented

***CAREER***

***OBJECTIVE***

To secure a challenging but rewarding position in a dynamic, team oriented and friendly environment that will develop me into a more competent and reliable person.

***EDUCATION***

***BACKGROUND***

**2011 – 2013 VISION INSTITUTE OF PROFFESSIONALS (V.I.P) EXAM BODY**

**KASNEB**

**Attained:**

*Certified public accountant (CPA) PART (section5&6)*

*Certified public accountant (CPA) PART2 (section3&4)*

*Certified public accountant (CPA) PART 1(section 1&2)*

*Accountancy technician certificate (ATC) 2*

*Accountancy technician certificate (ATC) 1*

**VISION INSTITUTE OF PROFESSIONALS**

**Accounting packages**

* ***QUICK BOOKS***
* ***SAGE***

**2009: GEBCONS COMPUTER COLLEGE**

**(Jan-march)**  COMPUTER PACKAGES:

* + - * *Introduction to computer*
      * *Microsoft office*
      * *Internet and email*
      * *Adobe page maker*

**2009: Jan- Dec ALIANCE FRANCAIS**

ATTAINED: A DIPLOMA IN FRENCH DELF A2

**2005-2008: EQUATOR HIGH SCHOOL (THIKA)**

*KENYA CERTIFICATE OF SECONDARY EDUCATION*

**1997 - 2004 : CATHOLIC PAROCHIAL SCHOOL**

*KENYA CERTIFICATE OF PRIMARY EDUCATION*

***WORK***

***EXPERIENCE***

**DT MATHENGE AND ASSOCIATES MARCH 2012- NOV 2013**

RESPONSIBILITIES**:**

* Maintaining the petty cash voucher
* Payment of the relevant bills that accrue in the entity
* Marketing the company to various entities that may require cleaning services
* Paying of staffs NSSF ,NHIF and PAYE

CINE TECHNIQUES

1. Calculation of taxes due, vat paye income tax
2. Payment of tax returns
3. Filing and payment of employer’s statutory returns
4. Reconciliation of, petty cash, bank statement
5. Maintaining the petty cash voucher
6. Payment of the relevant bills that accrue in the entity
7. Paying of staffs NSSF ,NHIF and PAYE

***HOBBIES***

* Swimming
  + Reading
  + Traveling
  + Socializing