

# Anthony Muema Mwau

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## Personal Profile

A capable result-driven professional with aspiring progressive career with over 10 years of experience in accounting and finance. I am able to provide financial information to all areas of the business while ensuring that all management information is accurate. I have expertise in substantiating financial transactions through auditing documents, and maintaining accounting controls by preparing and recommending policies and procedures. Exceptionally well-versed in documenting financial transactions and recommending financial actions by analyzing accounting options. Offering deep insight into providing financial reporting and risk analysis support, and compiling and presenting accounting reports and financial statements in accordance with the company's directives.

## Education

### Bachelors of Commerce, Finance Option

2017

Division KCA University

### Kenya Certificate of Secondary

Education Attained: Grade B-

(Minus)

1996 - 1999

Attained: Second Class, Upper Kilungu Day High School

## Professional Qualification

- 2012: CPA -K; Vision Institute of Professionals

## Skills

- **Accounting Skills:** Knowledge of accounting and bookkeeping terminology and practices; Ability to understand and apply current accounting guidelines, system updates and revisions, and policy changes.
- **Financial Skills:** Strong ability to review financial statements and data, Prepare and control operational budgets. Experience of final responsibility for the quality and content of all financial data.
- **Analysis and Numeracy:** Proficient at analyzing sets of accounts and financial reports.
- **Decision Making and Problem Solving Skills:** I am able to make timely, well considered and logical decisions on problem situations that may arise so as to find appropriate and workable solutions.
- **Communication Skills:** I am an excellent communicator who effectively conveys information both verbally and in writing. I am also a keen listener and gives prompt feedback.
- **Planning and Organizing:** Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner.
- **Flexibility:** Capacity to fit into most environments, maintain calm under pressure and can adapt well to changes in the work place.

- **Team player:** Works as a competent member of the team, willingly providing back-up support for coworkers when appropriate and actively supporting group goals.

## Work Experience

### July 2013 to date Matungulu Kangundo Water and Sewerage Company

**Position:** Senior Accountant

**Responsibilities:**

- Performing Debtors, Creditors and Bank reconciliations.
- Preparation of budget and Monitoring of budget estimates.
- Preparation of Payroll and payment of staff and casuals.
- Preparation of Quarterly, semiannually, and annual reports and financial statements.
- Coordinate the finance department with other departments to ensure smooth running of the company.
- Advise the managing Director on all financial issues.
- Organize audit of the financial statements and respond to audit issues raised by the office of the auditor general.
- Preparation and remittance of all statutory deductions such as PAYE, NHIF & NSSF.
- Preparation and Filing of Tax returns such as VAT and Corporate tax.
- Preparation of Project accounts and reports and submitting to funding organizations

### Nov 2010 - Jun 2013 Kart & Kris Consulting

**Position:** Accounts Executive

**Responsibilities:**

- Bank reconciliation for different clients.
- Preparation of the Cash book and Journal book. Posting of raw data into QuickBooks software.
- Preparation of Management Accounts for different clients.
- Preparations of tax returns such as PAYE, Corporate tax, Vat and their filing for different clients.

### March - Nov 2010 Nairobi java House

**Position:** Assistant Accountant

**Responsibilities:**

- Stock control.
- Audit of stocks.
- Stock variance reconciliations.
- costing of different stock items.
- Organize and participate on stock takes.
- posting of stocks to materials control system.

## Additional Information

### Membership

- Institute of certified public accountants of Kenya (ICPAK)

## **Seminars**

- 2017: Preparation of final accounts seminar organized by the National Treasury conducted by Deloitte & Touché
- 2016: Preparation of final accounts seminar organized by the National Treasury conducted by Deloitte & Touché
- 2015: Preparation of final accounts seminar organized by the National Treasury conducted by Deloitte & Touché

## **Projects done**

- Project Accountant for VangalaKyaume Water Project - Project Funded by Water Services Fund
- Project Accountant for Nguluni Swahili Kalii Water Project - Project Funded by Water Services Trust Fund in conjunction with the European Union.

## **Referees**

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