

PETER NJOGU THUITA

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PERSONAL INFORMATION

NAME: Peter Njogu Thuita
GENDER: Male
YEAR OF BIRTH: 19/06/1996
MARITAL STATUS: Single
TELEPHONE NUMBER: 0790567829
EMAIL ADDRESS: Pnjogu98@gmail.com
NATIONALITY: Kenyan

PERSONAL PROFILE

- Work under minimum or no supervision
- Transparency and optimistic is my core value
- Hardwork is my personality
- Am much humble and faithful to all people
- Self-driven and readily to be corrected
- Christianity is my religion

EDUCATION BACKGROUD

May 2016-Dec-2018: Mount Kenya University
Certificate waiting on July 2019 (after graduation)
Feb 2012-Nov 2015: Lariak Day Secondary School
Certificate awarded: K.C.S.E Mean grade C+
Jan 2003-Nov 2011: Sipili primary school
Certificate awarded: K.C.P.E Mean grade C+

LANGUAGES

English and Swahili

AWARDS

- Praise and worship coordinator (Mount Kenya University)
- Research division conference(Mount Kenya University)
- Membership certificate(Mount Kenya University Christian union)

CAREER OBJECTIVES

- Serving community with all diligent to their satisfaction
- Goals and objectives orientated to ensure company's success prevail

WORK EXPERIENCE.

Worked at Kenya Power and lighting Company Nakuru E/house

RESPONSIBILITIES.

- Posting of labour cost in to the system through (SAP).
- Writing of payment voucher.
- Writing of a receipt
- Posting invoices
- Generating excel sheet
- Producing first and second payment proposal
- Reallocation of funds to the correct accounts that erroneously deposited to the wrong account
- Recording of receipts and mailing them
- Receiving of cheques and recording them
- Keying and posting of vat certificates from government institutions
- Making deposits refunds to customers who closed their accounts ,Cancellation on request, forced termination and termination due to non-payment
- Keying in and posting capitalisation
- Filling reallocation documents
- Processing for payment of medical invoices, medical refund after authorization from the supervisor.
- Finalizing of amounts of deposit refunds, writing VAT certificates also payment of vouchers and reversing bounced cheques to the system
- Clearing of accounts, correction of accounting errors in individual bills and

payments and prepare monthly statements

- Keying in labour cost returns
- Posting invoices
- Reallocation of invoice
- Reversing bounced cheques
- Payment of salaries straight to bank
- Clearing of account
- Clearing accounts –check-off systems

SKILLS

Computer skills

EXTRA CURRICULUM ACTIVITIES

Typing

Fellowship

HOBBIES

- Singing
- Socializing with people
- Typing

REFERENCE

Ben Timi Nyangweso,
Revenue coordinator,
Central Rift Region,
Kenya power and lighting company E /house
Tel; 0722779143,
P.O.BOX 104-20100,
Nakuru, Kenya.

Christine Karimi Nyaga,
Management accountant,
Central Rift Region,

**Kenya power and lighting company E/house Nakuru,
Tel; 0724281370,
P.O.BOX 104-20100,
Nakuru,Kenya.**

**Sis. Jane Njunu,
Associate dean of student,
Mount Kenya University,
Nakuru campus,
Tel; 0715331718
P.O.BOX 17273 20100,
Nakuru.**

**Madam Lucy Chege,
School of business and economic coordinator,
Mount Kenya University,
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Tel; 0725990566
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