

ISAAC MWANGI MAINA

Mobile: 0706 247 251

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Personal Statement:

A detail-oriented and adaptable worker capable of utilizing a variety of skills and expertise across a range of environments.

Work Experience

February 2023 to Date/AIPCA Progressive Church/General Secretary

- Maintaining and updating register of church members
- Maintaining custody of all church books, receipts, records certificates and documents
- Carrying out bank transactions and reconciliation
- Recording and maintaining minutes of all church board meetings and resolutions
- Representing the church board in parish meetings and events
- Maintaining records of all pay-outs and expenditures incurred in development projects
- Making announcements to the congregation of church events and affairs

January 2018 to Date/Progressive Property Development/Property Manager **Accomplishments**

- Oversaw construction of 12 business stalls and partitioning of 4 forty-foot containers to create 24 additional stalls.
- Handled repairs and renovations of residential rental units.
- Advertising vacant residential/commercial units and handling queries
- Collection and remission of rent.
- Maintaining records of all incomes and expenditures

November 2018 to March 2019|SoftIQ Technologies Ltd|Accountant **Accomplishments**

- Gained hands-on experience using the Navision ERP system.
- Assisted in installation of Fusion ERP in client hotel and training the staff
- Handled accounting duties involving recording invoices, cashing cheques, filing of statutory employee and company returns e.g. VAT, NSSF and NHIF.
- Carried out online sales by sending customized emails to prospective clients

April to May 2018/Pesabazaar Insurance Agency/ Business Development Intern
Accomplishments

- Reached out to prospects through phone and email
- Closed sales of motor vehicle and travel insurance policies.

2015 to 2017/Favier Photography/Business Development
Accomplishments

- Assisted in photo-shoots sessions
- Provided advice on tax related matters e.g. VAT

2008-2011/Development House Business Centre
Accomplishments

- Photocopying, typing and printing documents for customers
- Sales of office related stationery

Academic Qualifications

May 2011 to March 2014| Kenyatta University City Campus
Bachelor of Commerce in Finance

July 2007 to June 2012|Pinnacle School of Business
CPA (K)

January to March 2007|Interstates College of I.T. & Business Studies
Certificate in Computer Applications

January 2003 to December 2006|Thika High School
Kenya Certificate of Secondary Education (B-)

Referees

Clara Njoroge
Proprietor of Chebar Water Refill Company; Progressive Building
0751 022 858

Patrick Maina Mwai
Chairman of AIPCA Progressive Church
0708 311 484

John Kimwana
Proprietor of SoftIQ Technologies
0725 314 691

Pastor Ayub Gichigi
Pastor in Charge: AIPCA Progressive
0725 292 900