
CPA. CECILIA NDUNGE WAWERU
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PROFESSIONAL PROFILE

- ✓ Highly developed accounting and finance skills demonstrating consistent success as an accountant in secondary and university level
- ✓ Demonstrated ability to develop goals, objectives, impact students with knowledge and implement strategies in handling finance activities.
- ✓ Good knowledge of the University processes and activities both in the Administration and academic
- ✓ Effective communicator with excellent planning, organizational, and the ability to lead, reach consensus, establish goals, and attain results
- ✓ Good Working knowledge of Word, Excel, LMS and ERP system

CAREER OBJECTIVE

To be an astute professional in accounting and finance, give adequate skills and competences to enhance resource development and utilization for corporate growth and sustainable development.

ACADEMIC QUALIFICATIONS

- Jan 2019 – to date** PhD in Business Management (Finance)
Meru University of Science and Technology, Main Campus
Department of Accounting & Finance
- 2015 - 2018** Master of Business Administration (Accounting)
Jomo Kenyatta University of Agriculture & Technology, Juja Campus
College of Human Resource and Development
- 2011 - 2014** Bachelor of Commerce (Accounting) (First class honors) Meru
University of Science and Technology, Town Campus
Department of Accounting & Finance

PROFESSIONAL QUALIFICATIONS

- 2012 – 2015** Certified Public Accountants (Final)
KASNEB
- 1998** Certificate in K.A.T.C. Intermediate and Final level at Kenya
College of Accountancy (KCA)

EMPLOYMENT HISTORY

- Nov 2019 – To date** Serving as an Assistant Lecturer/Tutorial Fellow
Meru University of Science & Technology
School of Business & Economics
Department of Accounting & Finance
- Oct 2016 – 2019** Served as a Senior Assistant Accountant II
Meru University of science & Technology
- Scope of the job**
- ✓ Preparation of the payroll and payment of salaries
 - ✓ Overseeing the daily Revenue collection and handling bank transactions.
 - ✓ Preparation of tax returns and filing of VAT, WHT and Income Tax to Kenya Revenue Authority.
 - ✓ Preparation and remitting of statutory deductions.
 - ✓ Preparation of Financial Reports
- April 2011 – 2016** Served as an Accounts Clerk
Meru University of Science and Technology
- Scope of the job**
- ✓ Preparing of payment vouchers and making payments
 - Handling bank transactions
- Jan 2007 - 2011** Served as an Assistant Bursar
Kaaga Girls High School – Meru
- Scope of the job**
- ✓ Handling accounts receivables.

- Updating of fees registers, Rent registers and Pocket money registers.

2001 - 2006

Served as an Accountant

Y.W.C.A- Meru branch and Ayub Auto Spares Ltd- Meru

Scope of the job

- Book keeping and updating of accounts records
- Handling all accounting assignment such as preparation of budget, bank reconciliation, filing of VAT and Income tax returns.

TEACHING EXPERIENCE

2015 – 2019

Part-time Lecturer,

Meru University of Science and Technology, Town Campus

Department of Accounting & Finance

School of Business & Economics

ADMINISTRATIVE RESPONSIBILITY (AT MUST)

Nov 2023 –To Date

Appointed as a Timetable officer – School of Business and Economics

2014 – To Date

Appointed QMS/ISMS Internal Auditor

July 2022

Appointed as Audit Team Leader for 15th internal quality audit

7th to 11th MUST graduation – Chairperson of ushering sub-committee

Jan 2022 – Mar 2022 – Secondment to the payroll section

2019

Appointed member of ICT Steering Committee

2015 – 2020

Vice- chair National cohesion and Values committee

CONFERENCES/SEMINARS/WORKSHOPS

Participated in Workshop/conference

- Attended an international conference on SDGs for development, Meru University of Science and Technology, Main Campus – Meru, 26th to 28th June, 2023

- Attended an international conference on Innovations for Development, Meru University of Science and Technology, Main Campus – Meru, 28th to 30th June, 2022

RESEARCH AND PUBLICATION

Articles in Refereed Journals

1. Waweru C. N., “Effect of Internal Control Systems on Financial Performance of State Corporations in Kenya” *International Journal of Advance Research in Engineering & Management*, vol. 04, Issue 10, October 2018
2. Waweru C. N., “Effect of Internal Control Environment on Financial Performance of Public Organizations in Kenya” *International Journal of Scientific Research Engineering Development*, Volume 4 Issue 1, Jan-Feb 2021
3. Waweru C. N., “Evaluation of Risk Control on Financial Performance of State Corporations in Kenya” *International Journal of Scientific Research Engineering Development*, Volume 4 Issue 2, Mar-Apr 2021
4. Waweru C. N., “Influence of Monitoring and Evaluation on the Financial Performance of State Corporations in Kenya” *International Journal of Scientific Research Engineering Development*, Volume 4 Issue 2, Mar-Apr 2021

ACADEMIC AND RESEARCH LEADERSHIP

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|----------------------------|---|
| 2021 – 2022 | Participated in development of Bachelor of Science in Finance programme (BSc.Finance) |
| 2022 – 2023 | Participated in development of Executive MBA programme |
| Dec 2023 – Feb 2024 | Participated in development of E-commerce programme |

COMMUNITY OUTREACH

- Mentoring form four candidates on career and self-empowerment
- Sponsoring primary and secondary schools students in their studies
- Assistant Patron and member of the advisory committee for MUST Christian Union
- Pastor of Christian Foundation Fellowship Church – Meru

OTHERS

- ✓ **National Cohesion and Values Focal point persons** from MDAs training at Kenya School of Government – Mombasa Campus, May 2019
- ✓ **ISO/IEC 27001:2013 Implementers course** at Thiiri center, April 2019
- ✓ **Financial Reporting for State Corporations, SAGAs & Public Funds workshop** at Kenya School of Government – Kabete Campus on May and Nov 2018
- ✓ **ISO 9001:2015 and ISO 19001:2011 Internal Quality Auditors Course** at Thiiri Center, May 2016

MEMBERSHIP TO PROFESSIONAL BODY

2016 – To date Member of Institute of Certified Public Accountants of Kenya (ICPAK)

REFEREES

1. Dr. Karanja Stephen
Meru University of Science and Technology (MUST)
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