

CURRICULUM VITAE

Eric Muriuki Mugambi

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Personal Information

Nationality: Kenyan

Languages: English (fluent), Kiswahili (fluent) & French (elementary).

Work Experience

June 2022 – Present: LGT Venture Philanthropy Impact Fellowship

Maasai Mara Wildlife Conservancies Association (MMWCA)

LGTVP Finance & Grants Fellow

- Grants and Sub-Grants management and reporting
- Grants and proposal budgeting
- Donor compliance and reporting (USAID, GIZ, SIDA, NORAD, BCEF & LGTVP)
- Cash management and Bank reconciliations
- Assisting in preparation and input of financial data into the accounting system
- Assisting in preparation of weekly payments
- Representation of MMWCA in external partnerships and stakeholders engagements

September 2021 – May 2022: Gold Silver Management Limited

Finance Manager

- Financial & Management Accounting
- Forex management
- Payroll administration
- Cash management and Bank reconciliations
- Preparation of books of account for audit purposes
- External stakeholders management (Government & Regulatory authorities, Auditors, Suppliers and Clients)
- Account Payables and Receivables

October 2020 – February 2021: Everest Production Corporation Kenya Limited (Ebru TV)

Accountant

- Financial Accounting & Reporting
- Management Accounting
- Payroll administration
- Cash management and Bank reconciliations
- Preparation of books of account for audit purposes

- External stakeholders management (Government & Regulatory authorities, Auditors, Suppliers and Clients)
- Account Payables and Receivables

November 2020 – January 2021: ABRAR CONSULT –Mentorship Program

Apprentice

- Introduction to Islamic Finance & Banking
- Financial Education
- Corporate Trainings

April 2020 – September 2020: A. A. Ali CPA LLP

Independent Consultant

- Book-keeping services
- Accounting services
- Tax Audit
- Value Audit

January 2020 – September 2020: Community Health Access Program (CHAP)

Independent Consultant

- Project Closeout
- Financial and compliance donor reporting (Bristol Myers Squibb Foundation)
- Preparation of books of account for audit purposes
- External stakeholders (Donors, NGO Board, Government agencies and Auditors) engagement and relationship management.

April 2017 – December 2019: Community Health Access Program (CHAP)

Finance & Administration Manager

- Grants management and effective coordination and administration of project finances.
- Preparation of project budgets and budget variance analysis.
- Financial Accounting & Reporting
- Preparation of management accounts
- Compliance donor reporting (Global Fund & Bristol Myers Squibb Foundation)
- Preparation of books of account for audit purposes
- External stakeholders (Donors, NGO Board, Government agencies and Auditors) engagement and relationship management.
- Management of the payables and receivables accounts.
- Cash management and Bank reconciliations
- Payroll administration.

November 2016 – March 2017: Community Health Access Program (CHAP)

Finance Assistant.

- Principal assistant to the Finance Manager.
- Preparation of accounting records and books for audit purposes.
- Management of the payables and receivables accounts.

January 2015- April 2015: Stanbic Bank Kenya Limited Finance Internship.

- Review of the Annual Financial Statements 2014.
- Fixed Asset Register Management
- Balance sheet reconciliations.

**January 2014-March 2014: New Life Home Trust
Community Volunteer.**

New Life Home Trust is a Children's home which seeks to provide compassionate response to the plight of abandoned and other extremely vulnerable babies where they are brought into residential or community care programs designed to cater for their holistic needs.

Educational Background

September 2019 – August 2021: Strathmore Business School; Master of Science in Development Finance

July 2012 – June 2016: Strathmore University; Bachelor of Business of Science in Financial Economics

March 2008 – November 2011: Mang'u High School; KCSE Grade: A-

Professional qualifications and certificates

- 2018 – current: Strathmore University; ACCA – Professional Level
- Monitoring & Evaluation Certificate, Bristol Myers Squibb Foundation – Technical Assistance Program (30th January – 3rd February 2017)
- Financial Education Training, Standard Chartered and ACCA (Strathmore Business School on 12th September 2014)

Positions of Responsibility

July 2010 – July 2011: Assistant Dormitory Captain, Mang'u High School

October 2010 – October 2011: Treasurer of French Club, Mang'u High School

Awards

- NASA Swimming championships A; best male over 18 (2012)
- Secondary Schools National Games, participation in swimming competitions. (2010,2011)
- Royal Distinction Grade One music. (2005)

Skills

- MS Word (Advanced), MS Excel(Advanced), MS PowerPoint (Advanced)
- Accounting Systems (QuickBooks, Sage)
- Financial administration & accounting

- Financial reporting
- Payroll & Statutory administration
- Grants management
- Monitoring & Evaluation
- Research & Data analysis
- Time management & Flexibility
- Stakeholder & Stress management

Extra-curricular activities

2012 – 2016: Strathmore Swimming Team

2012 – 2016: Strathmore University Finance and Financial Economics Students' Association

2009 – 2011: Mang'u High School Swimming Team

Interests & Hobbies

- Social & Community development Projects
- Swimming
- Motor sports
- Travelling.

Referees

1. Dr. Murithi Gatumo
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3. Patrick Waringa
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