JULIET WARUGURU NJOROGE

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linkedin.com/in/CPA Juliet Waruguru

**PROFILE OVERVIEW**

I am a flexible and adaptable team player who acts with integrity, is self-motivated, a fast learner and very innovative. As an accountant with five years experience , I possess strong analytical and problem-solving skills that help me work efficiently and independently.I am also a seasoned Event Manager with four years experience in event planning.Skilled in coordinating event logistics

, a problem solver who is organized, with good interpersonal and communication skills. I am also a fast learner who is open to learn new things and very analytical in nature.

**WORK EXPERIENCE**

**EVENT OPERATIONS MANAGER**

WHITE LOUNGE & DÉCOR LIMITED, NAIROBI, KENYA.

*08/20 – To Date*

*Events Company*

*RESPONSIBILITIES:*

* Event coordination and management

**ASSISTANT ACCOUNTANT & OFFICE ADMINISTRATOR**

WHITE LOUNGE & DÉCOR LIMITED, NAIROBI, KENYA.

*07/2017 – 06/2020*

*Events Company*

*RESPONSIBILITIES:*

* Prepared all company Financial Statements, relevant monthly reports, customer quotes and invoices, cashbook and monthly employee payroll.
* Maintained all customer and supplier statements.
* Compiled and filed tax returns with utmost accuracy (PAYE, VAT, NSSF, and NHIF).
* Reconciled bank statements with cashbook.
* Liaised with internal and external auditors of the Company.
* Worked directly with senior management, scheduling their meetings and other appointments on a daily basis.
* Managed the flow of communication in the office and sorted emails.

**ASSISTANT ACCOUNTANT & ADMINISTRATOR**

AIRVIEW HOLDINGS LTD, NAIROBI, KENYA.

*09/2015 – 06/2017*

*Water Company*

*RESPONSIBILITIES:*

* Prepared, examined and analyzed accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
* Reconciled bank statements with cashbook.
* Liaised with internal and external auditors of the Company.
* Verified customer accounts by reconciling monthly statements and related transactions.
* Prepared customer monthly water bills and debt collection.
* General administrative duties.

**ACHIEVEMENTS**

* Developed a greatly improved filing system and data management system at Airview Holdings Limited hence increasing efficiency. (09/2015 – 06/2017)
* Developed friendly and supportive relationships with customers hence building a loyal base of repeat customers at White Lounge & Décor Ltd. (07/2017 – 06/2020)
* Coordinated and managed different events with a budget of over 8 million at White Lounge and decor Ltd. (07/2017 – 06/2020)

**EDUCATION**

**CERTIFIED PUBLIC ACCOUNTANT**

KCA University

*01/2013 – 06/2015*

*Courses*

CPA -Section 1-6

**CERTIFICATES**

* Certificate in Events Management; Strategy, Event Types and Customer Service (02/2024)

*Examined by Alison*

* Certified Public Accountants Examinations part I,II and III (06/2013 – 06/2015)

*Examined by KASNEB*

* Accounting Software –Quickbooks & Sage (09/2014 – 10/2014)

*KCA University*

* Kenya Certificate of Secondary Education KCSE (01/2006 – 11/2009)

*Moi Girls Secondary School -Isinya*

* Kenya Certificate of Primary Education KCPE (01/1998 – 11/2005)

*Thorn Grove Academy*

**SKILLS**

* Effective communication, Time Management, Decision making, Accounting software, Data Analytics, Teamwork, Problem solving, Attention to detail, Numerical competence and accuracy, Microsoft office, Event Logistics Management, Project Coordination, Customer service, Team leadership and Event Marketing.

**PERSONAL PROJECTS**

* Installation and tutoring of QuickBooks accounting software for Stargates petrol station,360 degrees apartment -management office and various businesses in Kitengela town. (10/2014 – 08/2015)

**LANGUAGES**

English

*Full Professional Proficiency*

Swahili

*Full Professional Proficiency*

**REFEREES**

* Available upon request.