

MS. NOEL KEGEHI

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CAREER OBJECTIVE

Strategic and highly efficient Finance & Accounts Professional with an academic background in finance and accounts management. I have over 4 years of extensive expertise in financial analysis, budget control, business accounting, risk assessment as well as staff capacity building. Proficient in financial revenue and investments, financial analytics and reporting, regulatory compliance and strategic planning. I possess an intensive team collaboration experience developed holding supervisory level positions. I can excel in pricing and analyzing deals; handling credit management analysis, quantifying asset and liability management framework. I can define strategic goals, build relationships and provide high-level solutions gained from working with both regional and national stakeholders.

AREAS OF EXPERTISE

- QuickBooks, SaaS Optics, Microsoft: Word, Excel, Outlook, Power Point, HubSpot.

CAREER HIGHLIGHTS

- Successfully hit above my target by collecting 565% for Q2 collections in 2020 in Msurvey Ltd.
- Awarded as the Rising star in Msurvey Limited end year 2019.
- Awarded as the Rising star in Msurvey Limited end year 2018.
- Cleaned up the books and helped in integrating new accounting systems in place.
- Set up a new payroll system and new invoicing for Msurvey Limited.
- Set up internal controls system for Benito Limited.

WORK EXPERIENCE

FINANCE ASSOCIATE – Msurvey Limited (Currently Ajua) (Feb 2018 – Present)

- Oversee, execute and implement all finance and accounting functions, including billing, budgeting, asset management, cash management, payroll, and financial reporting and analysis.
- Analyze business operations, trends, costs, revenue, financial commitments and obligations to project future revenues and expenses and provide advice.
- Oversee the preparation of the annual statutory accounts and consolidate financial statements under IFRS. Handle the administration of the staff payroll system.
- Survey business operations to ascertain accounting needs and to recommend, develop, and maintain solutions to business and financial problems.
- Establish the adequacy and reliability of internal control procedures. Oversee the risk management and risk-based audits, as well as supervise the calculations of value added audits.
- Motivate, coach and develop a high performing team through training them to ensure compliance with the policies, regulatory requirements and best practices.
- Develop, outline, communicate and manage overall departmental strategy, as well as policies, budgets, strategies and operations related to accounting activities.
- Review departmental monthly financial statements performance and assessing their completeness, accuracy and reasonableness of budget variance.
- Prepare asset, liability, and capital account entries by compiling and analyze account information. Analyze financial information and reporting on the same.
- File P.A.Y.E. (Pay As You Earn) returns and Withholding Taxes and document financial transactions by entering account information and reconcile financial discrepancies.

ACCOUNTS ASSISTANT – Benito Limited (Nov 2016 – Jan 2018)

- Prepared monthly reconciliations for collection and administration accounts and ensured data integrity at the entry point and output level.
- Checked audit trail and made the necessary corrections. Prepared schedule for final audit as allocated. Handled cash, cheques and bank transfers reconciliations.
- Reconciled petty cash and stock accounts on a monthly basis and record transactions in the prime entry books. Reconciled bank statements, debtors and purchases ledgers.
- Prepared and presented trial balances, profit and loss statements and balance sheet on timely basis; prepared the payroll and further payment of staff salaries.
- Oversaw the output and scheduling of activities in the organization and provided all required resources to other members of staff to enable them to fulfil their assigned tasks.

INTERN – Lean Africa Consultants (June – Nov 2016)

- Reconciled petty cash and stock accounts on a monthly basis and record transactions in the prime entry books. Reconciled bank statements, debtors and purchases ledgers.
- Prepared and presented trial balances, profit and loss statements and balance sheet on timely basis; prepared the payroll and further payment of staff salaries.
- Filed P.A.Y.E. (Pay As You Earn) returns and Withholding Taxes and documented financial transactions by entering account information and reconcile financial discrepancies.

EDUCATIONAL BACKGROUND

Bachelor of Commerce (Finance and Accounting) – Strathmore University | May 2017 to June 2019

Public Accountant Part 3; C.P.A.K – Strathmore University | Jan 2014 – June 2017

Kenya Certificate of Secondary Education – Bunyore Girls High School | Jan 2009 – Nov 2013

PROFESSIONAL COURSES & CERTIFICATIONS

- **Licensing; Corporate Strategy: Coursera**
Reading Financial Statements – Corporate financial Institute (CFI)
- **Udemy Program – Learning Python for Finance.**
Introduction to Financial Modelling – Corporate financial Institute (CFI)
Introduction to Cloud Computing – Coursera-IBM Course

PERSONAL ACCOMPLISHMENTS

- Active Volunteer at Dream Again Foundation (Currently)
- Active Volunteer at Team Moja Ndoto Moja (Currently)
- Member of Community Outreach Program – Strathmore (2015 to date)
- Started a youth mentorship program to create awareness on HIV, STI's and basic hygiene.
- Steered the starting of a Young Achiever's Club in Bunyore high school to build entrepreneurial culture amongst the teenagers.

REFEREES

Kenneth Owade

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