

MERCY SYOKAU MUTEA

Tel : +254 715 659 663

Email: mercy.mutea@gmail.com

<u>CAREER PROFILE SUMMARY</u>	I am Focused Accountant with 4+ years of diverse experience in bookkeeping and financial operations. CPA finalist skilled in accounting software and MS office. Detail-oriented with extensive knowledge of cash and record maintenance, comprehensive accounts payables, receivables tax returns and bank reconciliation.
<u>SKILLS</u>	<ul style="list-style-type: none">• Intuit QuickBooks, SAP and Tally• Microsoft Excel• Bookkeeping• Data Analysis• Attention to Detail• Financial Reporting• Accounts Reconciliations
<u>EDUCATION BACKGROUND</u>	<ul style="list-style-type: none">• Master's in Business Administration (Finance) - United States International University – Africa - January 2019- September 2022• CPA K- Certificate in Professional Accounting - KCA University - January 2016 – December 2018• Bachelor International Business Administration (Accounting) - United States International University – Africa - May 2014 – September 2018:• Kenya Certification of Secondary Education - Ntunene Girls' Secondary School - January 2010- November 2013
<u>PROFESSIONAL WORK EXPERIENCE</u>	<p><u>AUGUST 2021 - PRESENT -ABYSSINIA GROUP OF INDUSTRIES</u></p> <p><u>ACCOUNTANT</u></p> <p><u>Duties and Responsibilities</u></p> <ul style="list-style-type: none">• Bank reconciliations• Customer account reconciliations• Daily posting and allocation of collections into the accounting system & Prepare bank deposits• Generating monthly banking reports and preparing banks audit schedules• Daily posting of interbank and intercompany transfers.• Investigate and resolve customer queries• Posting and maintaining audit schedules• Pulling and analysing bank open items

**SEPTEMBER 2020 – JULY 2021 - EAST AFRICAN BUSINESS COMPANY
LIMITED ACCOUNTS ASSISTANT**

Duties and Responsibilities

- Processing sales and purchases
- Stock reconciliation
- M-Pesa and Bank reconciliation
- Compute taxes and prepare tax returns
- Local creditor's reconciliation
- Managing, disbursements and reconciliations of petty cash
- Publish financial statements in time.

**NOVEMBER 2019 – FEBRUARY 2020 | THE AGHA KHAN UNIVERSITY
HOSPITAL - CREDIT CONTROL INTERN**

Duties and Responsibilities

- Managing the debts of creditors.
- Processing incoming funds.
- Resolving account queries and managing debt recovery.
- Preparing of statements, Clients reports and all relevant accounts information as required.
- Checking and posting of receipts to accounting systems.

**FEBRUARY 2019 – MAY 2019 - VIVID GOLD
ACCOUNTS CLERK**

Duties and Responsibilities

- Prepare and submit customer receipts and invoices
- Prepare and coordinate bank activities
- Balance / reconcile cash deposits made to the bank
- Maintain orderly financial filing system
- Maintain and monitor inward and outward delivery procedures of products
- Debt collection

**JANUARY 2018 – SEPTEMBER 2018 - COMMERCIAL BANK OF AFRICA
HUMAN RESOURCE INTERN**

Duties and Responsibilities

- Productivity analysis for employees
- Medical reconciliation
- Communicating with employees
- Assist in payroll
- Assist in on-boarding of new employees

**SEPTEMBER 2017 – DECEMBER 2017 - GETRUDE CHILDREN'S HOSPITAL
FINANCE INTERN**

Duties and Responsibilities

- Did reconciliation of creditors
- Prepare financial management reports based on accounting control procedures.
- Assisted the main accountants at the branch level
- Assisted in preparation of various reports
- Cash management and participation in banking

<u>REFEREES</u>	<p>Wilson Kiarie Kuria Accountant Abyssinia Group of Industries kiariewil@yahoo.com 0723797107</p> <p>Richard Kalinge Senga Accountant Taxcom Limited richsenga@gmail.com 0713168399</p> <p>Brownson Lwire Masai Accounts Clerk Abyssinia Group of Industries 0728968190</p>
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