

MERCY SYOKAU MUTEA

Tel : +254 715 659 663

Email: mercy.mutea@gmail.com

CAREER PROFILE SUMMARY

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.

SKILLS

- Intuit QuickBooks, SAP and Tally
- Microsoft Excel
- Bookkeeping
- Data Analysis
- Attention to Detail
- Financial Reporting
- Accounts Reconciliations

EDUCATION BACKGROUND

- **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**

PROFESSIONAL WORK EXPERIENCE

AUGUST 2021 - PRESENT -ABYSSINIA GROUP OF INDUSTRIES ACCOUNTANT

Duties and Responsibilities

- 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

REFEREES

Wilson Kiarie Kuria
Accountant
Abyssinia Group of Industries
kiariewil@yahoo.com
0723797107

Richard Kalinge Senga
Accountant
Taxcom Limited
richsenga@gmail.com
0713168399

Brownson Lwire Masai
Accounts Clerk
Abyssinia Group of Industries
0728968190