

WINNIE WANGUI WAMBUGU
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PROFESSIONAL PROFILE

Proactive and self-motivated accountant with extensive experience in managing financial records, budgeting, and procurement processes. Strong analytical skills, exceptional attention to detail, and a proven track record of ensuring accuracy and compliance in financial reporting and procurement activities. Adept at reconciling accounts, handling statutory returns, and enhancing financial transparency for decision-making.

Education and Professional Qualifications

- **Certified Public Accountant (CPA) - 2025**
- **Accounting Technicians Diploma (Level 1-6) - KCA University, 2019 - 2022**
- **KCSE, C (45 Points) - Ruchu Girls High School, 2015 - 2018**
- **Certificate in Advanced Excel**
- **Certificate in order to cash (O2C), Receivables**
- **Computer Packages**

Professional Experience

Accounts clerk - Kamiti Secondary School

February 2025 – present

Duties and responsibilities

- Fee management
- Financial record keeping
- Procurement and payment
- Banking and reconciliation
- Compliance and filing
- Administrative support

Key Achievements

- Successfully maintained **accurate financial records** with zero audit queries for the financial year 2024-2025
- Improved **fee collection efficiency** by introducing systematic receipting and timely reminders, reducing outstanding balances.
- Assisted in preparing **balanced school budgets**, ensuring effective use of resources.
- Ensured **timely payroll processing** and statutory remittances (PAYE, NHIF, NSSF), improving staff satisfaction.
- Implemented **transparent supplier payment systems**, reducing delays and enhancing vendor trust.

- Achieved **100% compliance** with Ministry of Education financial guidelines and internal policies.

Store clerk- Kamiti Secondary School

February 2025 –Present

Duties and responsibilities

- Stock Management by receiving, recording, and storing food supplies and kitchen items. Keeping the kitchen ledger book up to date.
- Inventory Control by preventing stock pilferage or wastage.
- Procurement Support by maintaining Local purchase orders, Delivery notes, invoices, and payment schedules
- Kitchen Coordination by issuing food items for daily meal preparation
- Reporting the monthly usage to the management

Key Achievements

- Streamlined requisition and issue processes, ensuring the timely supply of ingredients to the kitchen
- Strengthened stock control procedures, reducing pilferage and loss of kitchen items.
- Improved supplier relations by ensuring quality and quantity verification at delivery
- Maintained clean and safe storage conditions, meeting health and safety standards during inspections.
- Maintained accurate stock records, ensuring proper accountability of food supplies.

Accountant - Winners Cafe

June 2024 – Present

Duties and Responsibilities:

- Managing accounts payable and receivable.
- Reconciling bank transactions and financial statements.
- Filing statutory returns, including VAT, SHIF, NSSF, and withholding tax.
- Ensuring financial compliance with regulatory bodies.
- Preparing invoices and ensuring timely collection of payments. □ Managing cash flow and optimizing financial operations.

Key Achievements:

- Improved accounts reconciliation process, reducing errors and enhancing efficiency.
- Successfully streamlined payment collection processes to enhance cash flow.
- Ensured accurate and timely filing of statutory returns, avoiding penalties.

Store Keeper - Winners Cafe

July 2024 – January 2025

Duties and Responsibilities:

- Managing inventory and ensuring stock levels are maintained.
- Receiving and verifying deliveries against purchase orders.
- Keeping accurate records of stock movements and transactions.
- Coordinating with suppliers and the procurement team to ensure timely restocking.
- Conducting periodic stock audits and reporting discrepancies.
- Ensuring proper storage and preservation of stock to minimize wastage.

Key Achievements:

- Implemented an efficient stock management system, reducing shortages and overstocking.
- Improved inventory tracking, minimizing losses and ensuring accuracy in stock levels.
- Strengthened supplier relationships, ensuring a consistent and timely supply of goods.

Assistant Accountant - Explorer Kenya Tours and Travel

January 2024 – June 2024

Duties and Responsibilities:

- Recording invoices, bills, and payments.
- Reconciling bank transactions.
- Filing statutory returns (NHIF, NSSF, E-TIMS, Withholding Tax, and House Levy).
- Preparing and analyzing financial statements using QuickBooks.
- Conducting internal audits to ensure financial compliance.
- Presenting financial reports to management.
- Managing payment of government levies and fees.

Key Achievements:

- Reduced reconciliation time by 20% through process improvements.
- Consistently met statutory deadlines, avoiding penalties.
- Enhanced financial transparency with clear and actionable management reports.

Accountant - Chamasoft Limited

June 2023 – January 2024

Duties and Responsibilities:

- Filing statutory returns (NHIF, NSSF, VAT, NITA Levy, and Withholding Tax).
- Reconciling bank transactions.

- Preparing financial statements using Microsoft Excel.
- Collaborating with clients to resolve accounting issues.
- Ensuring compliance with regulatory requirements. □ Managing cheque deposits and debt collection.

Key Achievements:

- Improved financial reporting accuracy and efficiency.
 - Successfully backdated and reconciled historical transactions, enhancing data integrity. □ Reduced paperwork by 90% through digitalizing financial processes.
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Skills and Competencies

- Accounts reconciliation and financial reporting.
- Accounts receivable and debt collection.
- Proficiency in QuickBooks, Excel, and other accounting software.
- Knowledge of statutory compliance and tax regulations.
- Budgeting and cost control.
- Excellent communication and client relations.
- Strong problem-solving and analytical skills.
- Skills in storekeeping and management

Hobbies and Interests

- Music (singing, listening)
 - Reading financial literature
 - Mentorship and counseling
 - Engaging in job-related activities
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Referees

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