

ALICE WANJIKU NGANGA
P.O Box 1070-00515, Nairobi
Tel: 0725 715 550
Email: ngangalice05@gmail.com

I am a detail-oriented, efficient and highly organized Accountant with extensive experience in Payroll management, debt collection, auditing, verifying taxes, and Account payable and receivable management. As well as competencies in cash book management, Bank reconciliation, monitoring and controlling company's cash flows, filling monthly returns i.e. N.S.S.F, NHIF, P.A.Y.E and budget preparation. Currently seeking a position where extensive experience will be further developed and utilized.

Competencies:

- ❖ Professional, confident, credible, enthusiastic team player with a pragmatic 'can do' approach and solution drive
- ❖ A positive approach and attitude to changes within the workplace
Self-motivated with ability to prioritize and execute tasks .
- ❖ Flexible and adaptable to fluctuating workflow levels
- ❖ Strong commercial awareness, excellent communication and interpersonal skills
- ❖ Ability to work in a team environment and on own initiative
- ❖ Highly organized and used to working to tight deadlines
- ❖ Strong analytical and problem solving skills
- ❖ Strong interpersonal skills both oral and written with very good telephone skills
- ❖ Competent In Computerized Accountant: Windows, Ms-Word, Excel, Quick Books Pro.
- ❖ Good organizational & time management skills, Strong negotiation skills

Educational Qualification:

- ❖ 2014 to date; Bachelor of Commerce (Finance and Accounting Option)(4th Year),Strathmore University,
- ❖ 2008-2013; Certified Public Accountant, Part III(Section 6), Michuki Technical Training Institute),
- ❖ 2002-2005; Kenya Certificate of Secondary Education, B-(Minus), Kianderi Girls Secondary School.

Personal Details

- Date of Birth: 1987

PROFESSIONAL EXPERIENCE

Senior Accountant;

Colt Enterprises Limited, September 2011-June 2014;

Roles And Responsibilities:

- ❖ Checking the accuracy of monthly accruals, and inter-company reconciliation to ensure volume allocations and prices are correct
- ❖ Working with Accounts Receivable personnel to process transactions related to incoming payments
- ❖ Daily review of unbilled files in the system
- ❖ Debt collection and clients' accounts reconciliation.
- ❖ Prepared monthly local depository bank reconciliations and maintained bank reconciliation.
- ❖ Analyzing expenses and balance sheet accounts to identify re-class issues and adjustments as needed
- ❖ Maintenance of fixed assets register.
- ❖ Payroll preparation, maintenance and filling of payroll statutory returns ie NSSF,NHIF and PAYE.
- ❖ Preparation and filling of monthly VAT returns.
- ❖ Maintenance of petty cash and reconciliation of petty cash account.
- ❖ Preparation of financial management accounts.
- ❖ Acting assistant manager.

Accountant;

Happy Land Preparatory School, January 2010-August 2011;

Roles And Responsibilities:

- ❖ Support and report prior/current period adjustments and maintained bank reconciliations
- ❖ Resolve complex accounting discrepancies and irregularities
- ❖ Implement financial controls systems and authorized payment/cash movements and inter-company transfers
- ❖ Check the accuracy of monthly accruals, revenue close, variance analysis, and perform inter-company reconciliations to ensure volume allocations and prices were correct
- ❖ Raising invoice to the clients and debt collection.
- ❖ Preparation of weekly, monthly, termly and yearly budget and budget reconciliation.
- ❖ Filling of monthly statutory returns; NSSF, NHIF and PAYE.
- ❖ Preparation of financial accounts.

Accountant;

Gathitu & Company Ltd, January 2009-December 2009;

Roles And Responsibilities:

- ❖ Monitor and review accounting and system generated reports for accuracy and completeness
- ❖ Adhere to the month end close checklist to ensure all month end procedures were fully completed under the strict time schedule
- ❖ Responsible for the timely and accurate preparation and distribution of monthly, quarterly & annual internal financial statements and reports to management
- ❖ Support internal and external audit reviews
- ❖ Communicate and establish effective working relationships with internal operations and external customers
- ❖ Monthly filling of clients returns;NSSF,NHIF,PAYE and VAT.

Hobbies/Interest:

- ❖ Reading Magazines, Networking And Sports

REFEREES

Please feel free to contact the under mentioned in regard to my competence, work ethic and performance.

Mrs.Margret Kungu

Finance Manager

Colt Enterprises

P.O. Box 44491-00100, Nairobi

Tel: 0728 767 338

Email: rugurukungu@yahoo.com

Mr.Nahashon Mbuthia

Assistant Manager

Amedo Centres Kenya Ltd,

P.O. Box 478-00100, Nairobi

Tel: 0725722890

Email:nahmbuthia@yahoo.com

Mrs. Ruth Wanjiru

Audit Senior

Gathitu & Co. Ltd

Tel: 0725 521 319

Email: ruthkinyuru@yahoo.com