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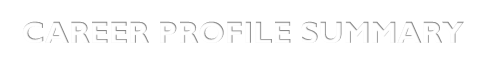
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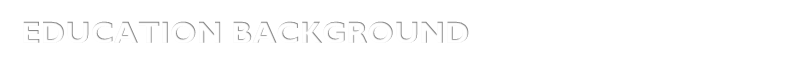
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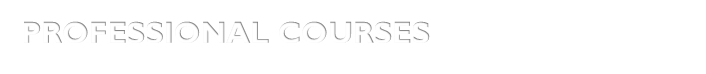
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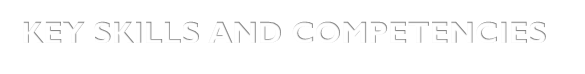
Detail-oriented and organized Finance and accounting professional with experience in cash-flow management, accounts management, and compliance ensuring effective financial operations and support in emergency preparedness.



* **Bachelor of Commerce (Finance)-** The University of Nairobi, Kenya; 2016 to 2020.
* **Kenya Certificate of Secondary Education**- Mugumo Girls High school, Kenya; 2012 to 2015.



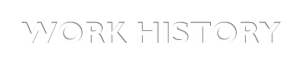
* **Certified Public Accountant (CPA)** – KASNEB December 2021-Date (CPA Finalist)
* **AWS Certified Cloud Practitioner –** Amazon Web Services May-August 2024



* **Accounting:** Experienced in handling general accounting principles such as reconciliations, petty cash management, the general ledgers and balancing of accounts, bank reconciliation and analysis of other subsidiary ledger accounts among other general accounting principles.
* **Financial skills:** I have gained skill-set in preparing financial statements like; financial management reports, monitoring the actual expenditure against the budget, analyzing revenues and preparing, monitoring and controlling the budget.
* **Financial reports:** Capable of carrying out the preparation of financial reports such as; the statement of financial position, profit and loss statement, cash flow statement and approving financial journals.
* **Administration:** Effective in handling administration duties which include; general office functions, ensuring the proper maintenance, answering emails and making calls whilst ensuring the smooth running of office operations.
* **Payroll and Statutory deductions:** Proficient in using various taxes (VAT, income tax and withholding) with the ability to prepare statutory payments i.e. PAYE, NSSF, NHIF and payroll management.
* **Organization skills:** Capable of ensuring order, uniformity and organization when planning my work schedule. Able to manage multiple financial tasks and priorities effectively.
* **Communications and Interpersonal skills**: Good command of the English and Swahili language with great listening skills understanding client needs and improving relations among them.
* **Result Orientation**: Ability to deliver accurate financial results and meet deadlines under tight schedule
* **IT Competency:** Ability to navigate through Microsoft Office suites and the internet (MS Word, Excel, PowerPoint, Access and Power BI Platform).

Ability to use programing language Python, Bash, SQL; Relational databases using Oracle.

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**Factory Yeilds – Costing Department**

**Farmers Choice Limited, Off Kamiti road, Kahawa west, Nairobi, Kenya; from January 2025 - Date**

**Duties and Responsibilities:**

*Deployed to the Costing Department. My task includes:*

* Accurate capture of raw materials weighed and processed at the production floor and posting the same into database system real time
* Carry out input output reconciliation of raw materials, clearly identifying gaps and areas of improvement and give feedback to the manager
* Review reports metric in relation to usage of raw materials to determine if there are issue with accuracy or quality of the data collected
* Work in liaison with costing department to ensure proper accountability for material inputs and product outputs within production area
* Acquire, manage and leverage data to drive decision making and improve efficiency
* Interpret data, analyze results and provide ongoing reports
* Carry out any other duty that may be assigned by management from time to time

**Finance Assistant- Finance Department**

**Terre des Hommes Netherlands Foundation, Riverside Ln W, Nairobi, Kenya; from**

**February – June 2023**

**Duties and Responsibilities:**

*Deployed to the Finance Department. My task includes:*

* Verify Invoices and payments are eligible for payment and prepare payment voucher ensuring correct donors and budget line are correctly charged.
* Share remittance advice with supply chain office for all processed vendor payments.
* Ensure all payments are duly stamp paid.
* Ensure PAYE, NSSF, NHIF, HELB and Pension are remitted by the 9th of the following month.
* Post transactions in the system ensuring all transactions are properly supported.
* Actively contribute to risk mitigation by identifying cash-related risks and reporting to my supervisor.
* Prepare Bank and cash reconciliation at the end of every month.
* Manage petty cash accounts and perform monthly reconciliations to ensure accuracy and up-to-date financial record.
* Assisted with financial reporting and analysis to enhance decision-making and support budgeting processes.
* Archive all Administrative and accountancy documentation in a proper way according to Tdh procedures and make scans on the same when required.

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**Intern Trade Facilitation- Tax Payer Service Unit**

**Kenya Revenue Authority, Times Towers, Nairobi, Kenya; January to December 2021 Duties and Responsibilities:**

*Deployed to the Customs Department, Trade Facilitation division under the Taxpayer service unit. My task includes:*

* Organized, facilitated and moderated sensitizations and engagement of both internal and external stakeholders on custom issues.
* Prepared and submitted monthly pre-arrival processing reports.
* Attended African Continental Free Trade Area (AfCFTA) meetings and prepared reports.
* Drafted memos for approval and prepared minutes during meetings e.g. pre-arrival processing and trading across border meetings.
* Responded to calls and emails from Taxpayers on matters pertaining to customs issues.
* Followed up on responses to custom challenges raised by taxpayers and resolved and escalated unresolved complaints to relevant sections.
* collaborated with teams to organize workshops and training sessions.



**Maureen Wanginda Nthiga**

Assistant Manager, Valuation Unit

Kenya Revenue Authority

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**Eric Bundi Gikunda**

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Senior Finance Officer

Terre des Hommes Foundation

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