

PROFESSIONAL SUMMARY.

Ivy is a dependable accounting professional acknowledged for reliability, integrity and quick-learning ability. Highly skilled in accounting with a keen eye for identifying and correcting errors. Having learning various skills like payroll processing, KRA payments month end reporting with proven problem-solving skills enables me to understand an organisation's needs and how to address them. The innate ability to take criticism ensures that my skills hence bringing the best to the department placed.

SKILLS.

Leadership skills	Inventory Management
Communication and active listening	Administrative Support
Customer satisfaction	Relationship building
Cash management	Adaptability
File maintenance	

WORK HISTORY.

JUNE 2023 TO DATE: EMIRATES LOGISTICS E.A LTD – Assistant Accountant.

- Calculating and filing of statutory payments VAT, PAYE, SHIF, NSSF, WITHHOLDING VAT.
- Receiving and verifying payment instructions such as cheque, petty cash and imprest requisitions, salary advances, claims, bills and invoices
- Preparing & Reconciling statements for suppliers.
- Review of expenses claim forms and verification of receipts.
- Ensure all payments comply with all approvals as provided in the finance policy.
- Assist in preparing monthly, quarterly, and annual financial reports.
- Liaising with external auditors for annual audit reports.
- Daily receipt of bank transfers and RTGS.
- Bank Reconciliation for both usd and ksh accounts.
- Prepare the monthly closure of accounts and ensure that deadlines are met.
- Ensure timely receipt of payments from debtors.
- Invoicing and receipting to clients.
- Management of office supplies to ensure stock does not fall below optimal level.
- Employee file maintenance.
- Maintain a schedule of company insurance renewals.
- Managing and reconciling company's fuel account with fuel providers
- Maintaining accounting records, filing documents and ensuring that all records are properly shelved.

JANUARY 2022 TO APRIL 2022: VISION AFRIKA SACCO

- Loan application services
- Work out eligibility for loan and amounts eligible for loans
- Auditing previous days transactions to ensure it tallies to amounts in the system
- Assisting in the organisation of annual general meeting
- Supporting the marketing department

EDUCATION.

- **Bachelor of commerce: 2017-2022**

Technical University of Kenya: Second class honours upper division

- **Kenya Certificate of Secondary Education: 2013-2016**

St Clare Secondary School: B

- **Kenya Certificate of Primary Education: 2006-2012**

Mt St Mary's Primary School: 357

PROFESSIONAL CERTIFICATIONS.

- **December 2022 – June 2023:** McKinsey & Company: Africa Future Leaders Program
- **January 2023 – April 2023:** Royal Business School: CPA (Part I)
- **May 2023 – December 2023:** Royal Business School: CPA (Part II)
- **January 2025 – to date:** Royal business School: CPA (PART III)

OTHER WORK EXPERIENCE.

1. IEBG (August 2022) Worked as a clerk in the general elections:
 - I learnt problem solving,
 - Working under pressure
 - Being keen/attention to detail
2. Kenya National Bureau of Statistics (KNBS) (Census, 2019):
 - I learnt Data collection
 - How to interact with people from different backgrounds
 - How to deal with people who are skeptical about giving out their information.
3. Cakes.co.ke (Feb 2019-May 2019). I worked as a casual worker to help out in day to day running of the business.
 - I learnt record keeping.
 - How to problem solve in case of accidents.
 - Ensuring customer satisfaction.
 - Time keeping

OTHER SKILLS

Languages: English (fluent) Swahili (native). Other: public speaking, active listening, people skills, note taking, confidence, baking.

REFEREES

1. **Samuel Ngure** – Dean | Royal business school
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