

# THOMAS NGUGI

## SENIOR FINANCE MANAGER

### CONTACT

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Nairobi, Kenya.

### SKILLS

Financial Oversight.

Tax and Statutory Compliance

Budget Management.

Precise Financial reporting.

### EDUCATION

#### Certified Public Accountant of Kenya Section 6.

Gained Advanced Reporting, compliance and analytical skills.

#### Master of Science in Finance

Jomo Kenyatta University of Agriculture & Technology

2016- Date

Obtained excellent skills in Precise reporting and Analysis for informed decision making.

#### Bachelor of Commerce

Jomo Kenyatta University of Agriculture & Technology

2012 - 2016

Gained excellent skills in Accounting and Auditing.

### LANGUAGE

English

### PROFILE

I am a committed Senior Finance Manager with an impressive 8-year track record of excelling in financial management, accounting, and auditing. Throughout my career, I have consistently delivered outstanding results by prioritizing strict financial compliance, consistently producing precise financial reports, expertly analyzing reports, and cultivating strong client relationships. My expertise extends to bank and ledger reconciliation, precise supplier payment management, and a demonstrated ability to drive process improvements that yield tangible benefits.

My adaptable nature allows me to thrive in dynamic environments, and my unwavering commitment to achieving exceptional outcomes sets me apart as a high-integrity professional. I am genuinely excited to leverage my seasoned problem-solving skills and unwavering efficiency in the pivotal role of a Senior Finance Manager.

### WORK EXPERIENCE

#### Senior Accountant

Multiple Clients 2022- To date

- Enhanced Financial Reporting Accuracy by 99% through quality control measures for multiple clients.
- Effectively lead and manage my accounting teams, consistently achieving exceptional results and fostering a culture of excellence for multiple clients.
- Reduced Payroll and Benefits Costs by 30% while maintaining service quality for Mosewa transporters.
- Improved Statutory Deductions Compliance with a 25% reduction in errors for Maseko investment.
- Streamlined Payroll Management, resulting in a 25% reduction in processing time for Moses Mungai and associates.
- Ensured Smooth Audits and Regulatory Compliance with 100% filing accuracy for multiple clients.

## EXPERTISE

- Audit process leadership
- Detail-Oriented.
- Continuous Process Improvement.
- Project Management.
- Industry Savvy.
- Microsoft Excel
- Software Proficiency; Quickbooks.
- Forex Management.

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## REFERENCES

### Jane Nduku Stephen

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✉️ janne2017@gmail.com

### Catherine Ndegwa

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✉️ catherinendegwa64@gmail.com

## Senior Accountant.

ACK Uzima Publishing House LTD

2019-2022

- Enhanced Financial Reporting Accuracy to 99% through rigorous quality control.
- Streamlined Budget Management with a 15% reduction in variances.
- Processed Foreign Currency Grants with Precision and Expertly Reconciled Foreign Exchange Impact.
- Effectively led and managed teams, consistently achieving exceptional results and fostering a culture of excellence.
- Maintained General Ledger with 100% accuracy in QuickBooks.
- Increased Client Retention by 20% through strong client relationships.
- Submitted Invoices for Grants with 100% Accuracy.
- Achieved 100% Payroll Accuracy and Compliance with Statutory Deductions.
- Facilitated Efficient Subgrant Liquidation and Reconciliation with a 95% Success Rate
- Informed Pricing Strategies with Financial Analysis.

## Finance and Administration officer.

Hazry Mum and Babies LTD

2017-2019

- Achieved 99% Accuracy in Financial Reporting.
- Facilitated a 100% Completion of External Audits.
- Provided 20% Cost Reduction Insights.
- Efficient Procurement and Supplier Management.
- Enhanced Inventory Management by 20 % and Cash Flow by 30%.
- Ensured 100% Compliance with Company Policies.
- Managed Payroll Processing and Statutory Compliance.

## Accounts and Administration Assistant

Jamka Auto and Parts.

2015-2016

- Achieved 98% Budget Adherence.
  - Improved Payment Efficiency by 25%.
  - Ensured VAT Tracking with 100% Accuracy.
  - Optimized Stock Management.
  - Enhanced Statutory Deductions Compliance by 100%.
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