

Eunice Kamwende Mburu

Gender - Female

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Nationality - Kenyan
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Languages - English, Swahili

Marital status - Single

Career Objective

- To provide grounds for professionalism for the benefit and satisfaction of any organization i work for.
- To further my experience in the accountancy field.
- To enhance a culture of excellence, giving all i can in every sphere of influence that i get involved, always ready and willing to learn and continually render the best of the relevant skills acquired so far.
- To always, work diligently in the field of Accountancy for any organization i am involved in. I would also want to have the opportunity to further the success of the Company i work and my personal career growth.

Personal Profile

I am result oriented, self-driven with the ability to develop working relationships with both clients and fellow staff. I am outgoing, honest, reliable, flexible and wants to develop and grow in my career.

I am effective and efficient in working under pressure and under minimum or no supervision.

Working Experience

Accounts Assistant

Pioneer Foods Limited April 2017 - To date

Duties and Responsibilities

- Prepare suppliers payment vouchers and forward them for approval to prompt payment.
- Daily update of orders from customers into QuickBooks.
- Carry out bank related duties such as cash withdrawals and daily cheque deposits.
- Confirm invoices and issue ETRs and ensure that all orders are recorded in the dispatch book.
- File invoices of delivered orders and confirm if there are any credit notes
- Requisitions for GRNs and immediately raised respective credit notes in QuickBooks.
- Maintain and update daily sales figures into the excel for respective supermarkets.
- Maintenance of cash book and entries & posting to QuickBooks
- Maintain and update withholding V.A.T file for V.A.T return purposes
- Processing receipts, sales invoices and payments.
- Handling and disbursement of petty cash.
- Maintenance of all vendors and client's files
- Ensure LPOs received match with the invoices posted on QuickBooks

Office Administrator

Roma Solutions Limited Dec 2016 – Mar 2017

Duties and Responsibilities

- Prepare invoices, delivery notes and L.P.O s
- Carry out intensive tele-marketing
- Monitor office operations
- Track office supply, inventories and approve supply orders
- Supervise all administrative personnel
- Maintain client list and records
- Ensure timely payment of statutory deductions
- Reconciliation of accounts receivables
- Assist office staff in maintaining files & database

Call Center Agent

Star Times Media (ltd) Kenya Sep 2015 – Nov 2016

Duties and Responsibilities

- Answer inbound calls as well as assist customers who have specific inquiries
- Make outbound calls for marketing surveys
- Build customer's interest in the services and products offered by the company
- Provide personalized customer service of the highest level
- Update the existing databases with changes and the status of each customer/prospective customer
- Follow up the calls of the client

Volunteered as Accounts Clerk/ Mentor

Raising Hope in the slums Jan 2015 –July
2015 Nairobi, Kenya

Duties and Responsibilities

- Data entry
- Document filing
- Maintenance of office space
- Paying overheads e.g. rent, electricity, airtime
- Coordination of special events for the children

Cashier / Office Assistant

S.M Enterprise April 2011 - February 2012
Nairobi, Kenya

Duties and Responsibilities

- Receive payments
- Issuing receipts and change due to customer
- Count money in cash drawers at the beginning of the day Book keeping
- Tabulation of bills using calculator Establish identify prices of goods
- Sort, count and wrap currency and coins
- Making cash deposits in the bank when instructed to Facilitate stocktaking activities

Professional Background

Kenya College of Accountancy University (KCA - UNIVERSITY)

Accounting Packages - (QuickBooks)

Vision Institute of Professionals

CPA Part II Section 4 — From July 2014 To Dec 2014 (Attained Pass)

CPA Part II Section 3 — From July 2013 To May 2014 (Attained Credit)

CPA Part I Section 2 — From Jan 2013 To May 2013 (Attained Pass)

CPA Part I Section 1 — From Feb 2012 To Nov 2012 (Attained Pass)

Educational Background

St. Anne's Secondary School-Lioki

KENYA CERTIFICATE OF SECONDARY EDUCATION — From 2007 to 2010 (Attained Grade B)

Pink Roses Academy

KENYA CERTIFICATE OF PRIMARY EDUCATION — From 1999 To 2006 (Attained 81 Points)

Professional Skills

- Maintaining Basic Accounting records
- Managing the accounting office
- Bookkeeping activities
- Facilitate stocktaking activities
- Balancing of Accounts
- Record Keeping
- Preparing journal entries, adjustments corrections and any other necessary accounts as required
- Accounting and allocation of overheads.
- Assist in audit preparation
- Any other duty assigned by any senior

Extra-Curricular activities

- Member of college Christian union.
- Member of College Accounting Students Association

Interests & Hobbies

- Travelling to new places in-search of new ideas
- Doing community services (Community Clean-ups, Garbage collection)
- Reading industry publication concerning the accountancy career
- Hiking - Mountain climbing
- Networking

REFERENCES

Mr. Simon M Nzuki

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