





Carol Kanuu Mwaka

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Profile

Detail-oriented and highly motivated accounting professional with proven experience in financial reporting, tax computation, data analysis, and eTIMS software expertise. Adept at managing compliance operations, client support, and complex reconciliations. Skilled in QuickBooks, MS Excel, and WordPress (beginner level), with a growing focus on taxpayer registration, debt management, and digital finance tools. Aiming to leverage my technical skills and leadership abilities to contribute to an organization’s financial success.

Skills

o Financial Reporting, QuickBooks, MS Excel, eTIMS Software, Reconciliations

WordPress

Data Analysis, Accounting Principles

Soft Skills: Customer Service, Team Leadership, Communication, Problem Solving

Professional Experience

Kenya Revenue Authority (KRA), Compliance Operations Intern

05/2023 – 12/2024 | Embu, Kenya

- We have assisted clients with VAT and debt payment inquiries, ensuring smooth resolutions.
- Contacted taxpayers for due payments and issued 7-day demand notices.
- Reviewed accounts for debt collection and conducted thorough credit validations.
- Registered and updated new taxpayers, specializing in eTIMS software setup for invoice generation.
- Filed VAT, MRI, and PAYE for taxpayers, ensuring deadlines were met.

KTDA, Mungania, Accounts Attachee

09/2021 – 01/2022 | Embu, Kenya

- Processed and reviewed local purchase orders with accuracy.
- Verified vouchers and committal documents, ensuring compliance with Kenyan laws.
- Prepared and maintained financial reports, demonstrating attention to detail.
- Demonstrated proficiency in QuickBooks, Excel, and data analysis.
- Computed taxes and prepared payrolls efficiently.
- Reconciled cash and cheque contributions against bank statements.

Kenya Revenue Authority (KRA), Finance Department Intern

01/2024 – present | Embu, Kenya

- Prepared daily bank balances and detailed customs revenue reports.
- Maintained accurate cashbook records and performed timely bank reconciliations.

Education

Bachelor of Commerce (Finance and Banking), Chuka University

09/2018 – 10/2022 | Embu, Kenya

Certificates

- Certified in QuickBooks – Distinction
- Computer Packages – Pettans Distinction
- KCSE – B (minus), Mulango Girls High School

Languages

English



Swahili



References

Collins Mutugi –, *Attachee*, KTDA
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Vincent Ngetich, *Compliance Officer*, KRA
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Stephen Murimi, *Finance Intern*, KRA
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