

WAINAINA BEATRICE WAITHIRA

Date of Birth: 25/03/1980
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Professional Summary

Finance management specialist with accounting expertise that has a keen eye for detail. Adept at performing review of internal controls and financial information and developing detailed analytical reports working closely with management and staff to gather appropriate information and providing reports that give a proper position of the state of company financial information.

Proficient in; English and Kiswahili

Education:

Period		
Sept 2018-To date	KCA University, BCOM Finance	(On going)
2012 - 2018:	Summit Institute of Management CPA Finalist (Section 1-6)	
2009:	Visions Institute of professional ATC PART 1&II	

Key Skills and Competencies

- **Financial skills:** Competent in verifying and preparing financial statements and reports and recording all financial transactions and analyzing financial budgets, handling budgetary preparations and preparing cash flow reports.
- **Accounting skills:** A Certified Public Accountant skilled in handling general and complex accounting principles for example, bank reconciliations, the general ledgers and balancing of accounts, payroll management, and verification of accounts documents among other accounting functions.
- **Auditing:** An experienced external auditor with experience in reviewing of financial statements and ascertaining the accuracy of primary statements such as the statement of comprehensive income, statement of financial position, statement of cash flows and the statement of changes in equity.
- **Leadership and Supervision:** Experienced in leading a team of junior auditors and ensure that they are motivated and exercise effective service delivery.
- **Communications skills:** Excellent communication skills with the ability to engage with people from all backgrounds and create a professional relationship with both my colleagues and superiors.
- **ICT/Computer Skills:** Proficient in using the Microsoft suite, book keeping and navigating both the internet and emails

KEY ACHIEVEMENTS

- **Record Keeping;** Managed files and records of the organization. Organized and strengthened systems of record keeping of financial documents in the organization.
- **Filing tax returns;** Successful filing of returns for the organization within good time. Filing returns for multiple projects and individuals within University of Nairobi.
- Coming up with working and efficient systems for accounting use of technology to make work easier especially in parastatal institution.

WORK EXPERIENCE

2015- To date : Accounts Assistant - University of Nairobi

Key Responsibilities

- Payment of utility bills (Water, electricity and telephone) and making a follow up.
- Assisting in preparation & printing of cheques and dispatching cheques to clients
- Preparation of the withholding tax schedule
- Payment to suppliers (Preparing payment vouchers)
- Issuing of advances
- Passing of Journal Entry
- Management of petty cash transactions.
- Controlling credit and ensuring debtors pay on time.
- Reconciliation of direct debits and finance accounts.
- Ensuring all payments amounts & records are accurate.
- Preparation of statutory accounts.
- Working with journals, sales & purchase ledgers and spread sheets.
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Submit and reconcile expense reports
- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior manage
- Any other duty as assigned

2006- 2014) Vipin Shah and Associates CPA (K)

Book keeping

Key Responsibilities

- Recording the financial transactions of a business in bookkeeping software (using QuickBooks Online), spreadsheets or databases
- Preparing and sending invoices and receipts to debtors
- Processing payroll and maintaining employee records
- Carrying out bank reconciliations
- Reporting for preparation of a Business Activity Statement (BAS)
- Checking figures and reporting for accuracy
- Reporting any irregularities in data to management
- Producing balance sheets, income statements and other financial documents
- Preparing schedules for the audit

Professional Training

- Dima College Basic Computer Knowledge MS Word, Excel, Access, PowerPoint, Internet, ERP (Accpac), QuickBooks I-Tax (filling of vat returns and withholding tax)
- **Oct 2018** – customer care and quality of service, culture change, gender mainstreaming and service delivery.
- **Nov 2017** Drug abuse and substance training

Referees

John Wanga Juma
Finance Officer
University of Nairobi
Cell No.0722679812

Roseline Mongina'
Accountant
University of Nairobi
Cell No. 0722105280

Alfred Tele
Accountant
The National Treasury
Cell No. 0720951001.