

Professional Accountant
P.O BOX 30586-00100, NAIROBI, KENYA.
Tel: 0716 373 451 ; Email: maryndila872@gmail.com

Profile Summary

Dedicated accounts management professional with 3 years' work experience in providing support to finance and accounting teams in the areas of accurate financial planning, analysis and reporting. Has excellent numerical and data entry skills along with a comprehensive understanding of commercial, administrative and financial procedures. Instrumental in aiding with the streamlining of office functions to automate systems, enhance productivity and maximize financial controls.

Core competencies

- Records Management
- Policy & Procedures Implementation
- Financial Reporting & Analysing
- Data Entry Skills
- Microsoft Office Suite Proficiency
- Quick Books

Education & Professional qualifications

- **Masters of Art in Economics -University of Nairobi 2019.**
- **CPAII-(Section 4 Ongoing) - Summit Institute of Professionals Nov 2019**
- **CPA I-Nairobi Institute of Business Studies (NIBS) 2016**
- **Bachelors of Arts (Economics) - Kenyatta University 2016**
- **Diploma in Information Communication and Technology (Networking) - Zetech College 2014**

Professional Work Experience

June 2017 – To date: University of Nairobi – The leading and the largest public university in Kenya that offers all degree programs and specific diploma and certificate courses

Position: Accounts assistant, Finance Department

Overall Duties: Assists in carrying out all financial and accounting roles from processing payments, financial analysis and analyzing trends to preparing financial documents and maintaining financial records.

Duties and responsibilities

Accounts payable & receivables

- Downloading bank statements to update student fee accounts.
- Preparing monthly financial status of the debtors.
- Customer care
- Debt recovery ,both current debtors and aging debtors.
- Responding to customers emails and queries .
- Invoicing .
- Processing students' refunds.
- Processing student fee transfers
- Receipting fees
- Posting and passing journals
- Maintaining and updating of students accounts records.
- Producing revenue report which is done by 5th of each month.

Administration

- General office support
- Data entry and maintaining an up to date financial system.
- Manage specialized financial information and reports

June 2016 – May 2017: University of Nairobi - The leading and the largest public university in Kenya that offers all degree programs and specific diploma and certificate courses

Position: Accounts assistant Intern - Finance Department

Duties and responsibilities

- Assisted with month-end financial reports
- Supported the payment processing team
- Ensured accurate financial Data entry
- Maintained students school fees accounts - self sponsored program

May 2015 – July 2015: Kenya Pipeline Company - is a State Corporation that provides efficient, reliable, safe and cost effective means of transporting petroleum products from Mombasa to the hinterland.

Position Attaché - Corporate Planning Department

Duties and responsibilities

- Assisted in the preparation of Company's Strategic Corporate Plan.
- Helped Develop database to capture information of the Company's operations.
- Prepared Company's Statistical Bulletin.
- Prepared weekly and monthly reports for the department
- Helped in ensuring that risk Management Procedures are followed.

May 2014 – July 2014: Kenya Pipeline Company - is a State Corporation that provides efficient, reliable, safe and cost effective means of transporting petroleum products from Mombasa to the hinterland.

Position: Attaché - Information Communication and Technology Department

Duties and responsibilities

- Helped put up network installation/cabling and configuration.
- Assisted in the maintenance of hardware and software preventive maintenance
- Ensured User software support
- Assisted in Operating software and application (re)installation and (re)configuration
- Supported the Logging of user problems in the helpdesk system
- Assisted in SAP upgrade

Affiliations

- Kenyatta University Economics Students Association member (KUESA).
- Class representative academic year 2014/2015
- Professional basketball player - playing for KCA University female basketball team

Referees

George Omae Ogari

Senior Accountant
University of Nairobi
Tel: 0722720900
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Ronald Kireki

Statistical Assistant III
Kenya Pipeline Company
Tel: 0720712679
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Joan Wambui

Service /Help desk Administrator
Kenya Pipeline Company
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