**TABITHA MWELU KIVINDU.**

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**P.O Box 6351-01000, Thika**

**Tel: 0725015928**

**E-mail:tabbymwelu@gmail.com, tkivindu@yahoo.com**

A skilled accounting professional with two years’ experience in impacting corporate performance by skillfully managing financial activities, I am competent in applying accounting principles and procedures to prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures. I am seeking an opportunity within the business community, where my professional experience, education and abilities would be advantageous to the growth of my employer, myself and community around.

**Personal Details:**

* Date of Birth: 7th July 1988
* Marital Status: Single
* Language: English & Swahili

**Education & Professional Qualifications:**

* Bachelor of Commerce (Finance) KCA University(2nd Class Honors-Upper Division)
* Certified Public Accountant (CPA Finalist), KCA University.
* Kenya Certificate of Secondary Education (KCSE) grade B (Plain), Kamahuha Girls High School.

**Key Professional Skills:**

* Ability to work with MS-Office i.e. PowerPoint, Outlook, Excel and Word.
* Competent in the use of Accounting package i.e. QuickBooks, Sage and Oracle.
* Experience of a flexible approach to managing and prioritizing a high workload and multiple tasks in a fast paced environment with tight deadlines.
* Well-honed interpersonal, communication skills.
* Ability to work effectively in a diversified multicultural set up and in a highly collaborative team environment
* High level of attention to detail in all aspects of work responsibilities.
* Strategic mindset, and ability to assess the impact of change and deploy tactical decision making.
* Team player, strong analytical and numerical skills, Customer centric and result oriented.

**Accountant-Accounts Payable;**

**PROFESSIONAL EXPERIENCE**

**Blowplast Limited March 2016 – October 2016**

**Duties and Responsibilities**

* Receiving supplier invoices, coding the invoices and processing them in the system.
* Following up and resolving invoice discrepancies and issues both internally and externally.
* Verifying supplier accounts by reconciling monthly statements and related transactions.
* Preparing and processing payments and ensuring all the payments are made within the agreed contractual payment terms.
* Ensuring accurate recordings and treatment of withholding tax.
* Managing creditors account, preparation of creditors schedule and maintaining updated payables record.
* Corresponding with suppliers and responding to inquiries.
* Providing support documentation for audit..
* Maintaining supplier files.

**Accountant**

**Centrino Technologies August 2015 – March 2016;**

**Duties and Responsibilities**

* Handling, accounting for petty cash and checking petty cash vouchers for acknowledgement of cash by recipients.
* Preparing customer invoices, receiving supplier invoices and posting them in the system.
* Preparing monthly bank reconciliation statements.
* Maintaining payroll data, preparing and processing monthly payrolls.
* Preparing tax returns, ensuring compliance with payment, reporting and other tax requirements.
* Working together with the auditor by providing necessary information required from time to time.
* Filing finance related documents and staff files for ease of access when required.
* Maintaining accurate and up to date financial records using the quick books software.
* Processing of staff travel claims and making payments available to staff once claimed.
* Managing creditors and debtors account, preparation of monthly debtors and creditors schedule and maintaining an updated receivables and payables record.
* Carrying out banking duties as required.
* Performing any other duties assigned to me by management.

**Accountant-Accounts Receivable**

**Shreeji Group, July 2014– May 2015**

* Receiving deliveries from the clients in the system.
* Invoicing the deliveries and making reconciliations of accounts receivable.
* Preparing bank reconciliation statements.
* Payroll reconciliation at the end of every month.
* Ensuring VAT Payments are made on time.

**Others worth Mentioning**

I worked with Kenya Agricultural Research Institute (KARI) as an **Intern** in the Accounts Department from July 2013 – August 2013. I was responsible for filing imprest application forms, surrender forms and bank payment vouchers, preparing bank reconciliation statements, making summaries of expenditures for various projects and making entries in the cash book.

I worked with Nakumatt Holdings Limited as an **Intern** in the accounts department from December 2010-March 2011. I was responsible for preparation of bank reconciliation statements and analyzing daily branch transactions, receiving, analyzing and allocating the credit notes to the relevant invoices, maintenance of the debtors ledger and reconciliation of accounts receivable, balancing cash sales and variance investigation, ensuring cheques received are genuine and comparing gift vouchers to the sales reports, Maintenance of creditors ledger, ensuring credit limit is adhered to and generation of remittance advices.

**Interests:**

* Reading novels, listening to music, Travelling, Hiking, Watching movies.

**REFEREES**

Please feel free to contact the under mentioned in regard to my competence, work ethic and performance.

Mr. Bhavik Kara

Blowplast Limited

Accounts Team Leader

P.O Box 19029-00500, Nairobi

Mobile: 0732901461

Mr. Peter Njuguna

KCA University

Coordinator short programmes, school of business and public management

P.O Box 56808-00200, Nairobi

Mobile: 0722608618

Miss. Christine Nyokabi

Vivo Energy

Treasury Assistant

P.O Box 43561-00200, Nairobi

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