

KELVIN MAINGI MAGANA

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ACCOUNTING & FINANCE

Finance Management/Risk & Cash Management

Objective:

I am seeking a position in Accounting eager to contribute to development and success in this progressive organization that will provide me with experience and growth.

Career summary:

Dedicated CPAK high-performing, energized young professional with experience in Accounting Management, Finance and Cash & Risk Management and Budgeting for about two years. My aspiration is to apply my knowledge, experience and expertise to ensure the organization consistently meets and exceeds its objectives while being innovative, effective and adding value to all I do.

Job Skills:

- Review Financial Statements.
- Management of Budgets.
- Problem Solving.
- Review Internal Control and Standards.
- Reporting Skills.
- Customer Care Skills.

Personal Skills:

- Accountability & Professionalism.
- Ambitious & Dynamic.
- Analytically minded.
- Team player.
- Detail oriented.
- Good interpersonal skills.

Competencies

- QuickBooks and Sage knowledge
- Ms Office Applications.

PROFESSIONAL EXPERIENCE

JOLLY FIVE FASHIONS LTD

March 2015- To Date

Accounts Clerk

Brief: Jolly Five fashions ltd is the sole importer and distributor in Kenya of 100% Melamine products from Thailand. The products are mainly supplied to all the local supermarkets at wholesale prices on credit terms. As an accounts clerk my duties are;

Responsibilities

- Preparing monthly and quarterly financial reports
- Performing stocks on weekly basis, preparing monthly sales statements and sending them to clients on a timely basis.
- Preparation of complete and accurate management accounts on a monthly basis.
- Client billings and follow up on payments.
- Preparation of budgets, budget analysis and implementation.
- Cash management and generation of reports for reporting system.
- Preparation of Balance sheet on monthly basis.
- Preparation of VAT to ensure Tax compliance and submission on NHIF and NSSF on time on monthly basis.

S.H.E.E.P KENYA LTD

April 2014– July 2014

Internship

Brief: S.H.E.E.P Kenya Ltd. My duties are;

Responsibilities

- Assisted in loan appraisal and disbursement
- Maintaining client records and statements.
- Assisting in delinquency management
- Any other duties assigned by the management.

USHINDI SOLUTIONS AGENCIES LIMITED

April 2013-August 2013

Accounts Internship

Responsibilities

- Updating and maintaining the cash book
- Assisting in balancing of books and filling of supporting documents.
- Any other duties assigned by the management.

EDUCATION / PROFESSIONAL CERTIFICATIONS

Ongoing	:	CERTIFIED PUBLIC ACCOUNTANCY Part II-section 4
2010- 2014	:	Kenyatta University Bachelors of Commerce (Finance Option)
2010 – 2012	:	Meru Technical Training Institute Certified Public Accountancy, Part II-Section 3
2009 – 2010	:	Meru Technical Training Institute Diploma in Information Technology, Module 1
2005–2008	:	Chogoria Boys High School Kenya Certificate in Secondary Education

INTERESTS

- Team Building
- Networking & Socializing
- Reading business journals, magazines and articles.
- Watching Football

REFEREES

Amb Kalimi Mworio,
Director,
Jolly Five Fashions Ltd,
P.O. BOX 10136-00100,
Nairobi,
TEL: 0722-526-440

Kenneth Gitonga
Regional Manager,
Ushindi Solutions Agencies
P.O. BOX 65641-00607,
Nairobi,
TEL: 0721-500-501

Ignatius Gitonga
Chief Executive officer,
Small Holder Entrepreneurs
Empowerment Programme
(SHEEP) Kenya Ltd.
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