

## CAROLINE WAITHIRA KIMANI

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### PROFILE SUMMARY

A reliable and keen to detail Manager and Finance Professional with experience leading teams and handling all areas of financial management including the preparation of annual budgets, including income, expenditure, balance sheet and cash flow. I am in charge of directing day-to-day activities involving the provision of management solutions, including financial management, investment analysis, asset valuations. My expertise lies in leveraging market knowledge and experience to help the company to maximize returns on capital assets and spearheading all aspects of operations, sales, marketing, and finance. Seeking a position where excellent analytical and technical skills can be utilized to improve the company's profitability.

### PERSONAL DETAILS

**Year of Birth:** 1987

**Languages:** Fluent in English and Swahili

### EDUCATION AND PROFESSIONAL QUALIFICATIONS

- **Masters Degree In Finance And Investment** , University, (Ongoing);
- **Bachelor of Arts (Economics, Sociology)**, (Second Class Honours Upper Division), Kenyatta University, 2006 to 2010;
- **Certificate in Quick books**, Kiwan Computer College, June 2009;
- **Certified Public Accountant**, CPA PART 2, Distance learning, 2006;
- **Certificate in Information Technology** (IT), Information technology packages, St. Kizito Computer College, 2005;
- **Kenya Certificate of Secondary Education**; Grade: B+, St. Francis girls high school, Mangu, 2001 to 2004;

### KEY SKILLS AND COMPETENCIES

- **Leadership and management:** Experienced in training and leading teams, assisting in recruitment and placement of required staff; delegation of tasks and accountabilities and Supervising staff
- **Coordination and Supervision:** Strong ability to Coordinate, manage and monitor the workings of various departments in the organization.
- **Communication:** Experienced in monitoring, managing and improving the efficiency of support services such as sales, Accounts and Finance.
- **Financial reports:** Skilled in the Preparation of management accounts, balance sheet, cash flow statement and P&L reports within agreed timescales
- **Finance Budget:** Experienced in providing data required for budgetary planning, preparation of the budget and budget management.
- **Tax and statutory:** Well versed in managing taxes as well as the preparation of statutory payments
- **Financial Transactions:** Expert in coordinating and controlling all accounting functions, ensuring all expenses are fully and properly accounted for, safekeeping of cheque books and ensuring established signing authorities are complied with, ensuring confidentiality in all financial transactions.

- **Supplier management;** well versed in accounts payable/receivable, monitoring order levels, raising requisitions, issuing goods received notes for items, dispensing items and updating the on the status of stock available
- **Computer:** Proficiency in the use of advanced Microsoft Office skills; Working Knowledge of Quick Books, I-TAX, Sage Pastel and basic computer applications.

## WORK HISTORY

### Head of Finance;

**Cretum Properties Limited, January 2016 to date;**

#### Duties and Responsibilities

- Forecast cash flow positions, related borrowing needs, and available funds for investment
- Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements
- Maintain banking relationships
- Assist in determining the company's proper capital structure
- Involvement in equity and debt financing process
- Manage the preparation of the company's budget
- Report to management on variances from the established budget, and the reasons for those variances
- Review company bottlenecks and recommend changes to improve the overall level of company throughput
- Participate in target costing activities to create products that meeting predetermined price goals
- Assist in the determination of product pricing in relation to features offered and competitor pricing
- Compile key business metrics and report on them to management
- Manage the capital budgeting process, based on constraint analysis and discounted cash flow analysis
- Create additional analyses and reports as requested by management
- Oversee the extension of credit to customers

### Senior Accountant:

**Cretum Properties Limited, June 2013 to December 2015;**

#### Duties and Responsibilities

- Responsible for preparing financial statements and supporting schedules according to monthly close schedule
- Analyzed accurate revenues and expenses to ensure they are recorded appropriately on a monthly basis
- Prepared monthly account reconciliations and assisted with analyzing financial statements on a monthly basis and report on variances
- Managed the financial and tax audits by overseeing and assisting with preparing tax returns and corporate reporting requirements
- Created and prepared the quarterly producer commission reports; analyzed and corrected the discrepancies
- Facilitated the documentation and monitoring of internal controls
- Approved payments to suppliers and handled all aspects of Cash operations: deposits, withdrawals, funds transfer and account reconciliations

### Accountant:

**Property Capital & Credit Limited, August 2012 to May 2013:**

#### Duties and Responsibilities

- Responsible for Keeping a clients' records and Updating Clients Payments

- Carried out the Bank reconciliation Loans appraisal, disbursement and recovery
- Received appropriate payments and banked the money
- Prepared accurate financial reports
- Involved in the Marketing the company's loan products

#### **Accountant:**

#### **Cretum Properties Limited, August 2011 to July 2012:**

##### **Duties and Responsibilities**

- Prepared monthly financial report, ensured all payments were authorized, supported with proper documentation, and posted on the accounting system
- Facilitated the remittance of statutory deduction , filing of Statutory Deductions for payroll (PAYE, NHIF, NSSF)
- Prepared and kept an accurate clients' register by updating Clients Payments
- Carried out the Bank reconciliation, Balancing accounts, processing invoices
- Effectively marketing the company's products
- Prepared and posted payments to the system including Mpesa and cheque payments
- Ensured timely payments for all our employees and service providers
- Prepared daily, weekly bank reconciliations and assisted with forecasting company cash flow
- Tracked VAT on purchases to assist in the preparation of VAT returns
- Assisted with statutory and other audits as needed through the year

#### **OTHER SIGNIFICANT EXPERIENCE**

- **Attachment: Finance department:** Jijenge Sacco Ltd, April To August: Gained practical skills in Petty Cash Reconciliation. Updated the cash book, Ledger entries and Posted of salaries and short term loans; Recovered advances and prepared finance reports
- **Research Assistant:** Strathmore University, September 2008: Visited households in different location within Nairobi: Conducted interviews and filled questionnaires.
- **Research Assistant:** Steadman group co. limited, July 2008: Responsible for visiting companies and informing the top management of the project; Helped the company to fill a questionnaire

#### **REFEREES**

##### **Bernard Kamiri**

Chairman, Choice Microfinance Bank,  
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Nairobi  
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##### **Antony Lwangu**

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##### **Evans Karigo,**

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