

# NORAH KIRUMBA NTARANGWI

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## PROFILE SUMMARY

A qualified finance and accounting Professional with over (3) years of experience in the fields of Accounting, financial management, financial reporting, credit control and cash flow management. Norah has the ability and willingness to take on financial leadership and is certain to be a key member of any financial team that she joins. She is ambitious by nature and keen to get to the top of her profession. One of her greatest strengths is her ability to prioritize workloads to meet challenging deadlines. On a personal level she has the ability to build relationships in a multi-cultural environment and across various offices. Right now she seeking to join a company that is keen to add an intelligent and enthusiastic individual to their team and lead to a lasting working relationship.

## PERSONAL DETAILS

**Year of Birth:** 1988

**Nationality:** Kenyan

**Languages:** Fluent in English and Swahili

## EDUCATION

- **Bachelor Degree In Economics and Finance**, Second honors, Kenyatta University, Sept 2008 to December 2012:
- **CPA III**, Finalist:
- **Kenya Certificate of Secondary Education (K.C.S.E)** B+ Chogoria Girls' High School, 2003 to 2006:

## KEY SKILLS AND COMPETENCIES ACQUIRED

- **Financial Analytical Skills:** credible experience in Complex financial modeling/analysis. Proven experience with application of database management and spreadsheets and Very keen eye on details to notice errors
- **Financial reporting skills:** Ability to write good financial reports that have been drafted in a simple, clear and lucid language with no ambiguity of the statements made in the reports. Able to Prepare reports that are comprehensive but compact that help and give the reader a complete picture
- **Budgeting Skills:** expertise in reviewing resources, budgeting funds and expenditure management ensuring profit maximization & maximum cost savings
- **Banking and Money handling:** Experienced in cash and bank management and maintaining accurate records.
- **Accounts receivable/payable** Broad experience in debt management, credit control and debt collection.
- **Use of Accounting software skills:** Working knowledge of Quickbooks,MS-Dynamics-Navision,Scala, Microsoft Office Suites and internet
- **Asset and Inventory Management:** Experienced in maintaining reduced inventory levels; ensuring ready availability of material to meet production and dispatch targets
- **Law and accountability:** Deep understanding of the International Accounting Standards(IAS) and International Financial Reporting Standards(IFRS) principles and ethics.

- **Organisation:** Resourceful and well organized; ability to manage multiple priorities with excellent analytical, critical thinking and strategic skills
- **Communication:** Confident communicator and able to express and interpret technical data in a clear understandable manner.

## WORK HISTORY

### Finance Officer

**Biashara Factors April 2015 to date;**

#### Duties and Responsibilities

- Responsible for maintaining up to date debtors, prepayments, accruals and creditors List ensuring and cross checking that all clients' payments are in order before payment.
- Advising and making recommendation on financial procedures and practice as per the company policies and procedures.
- Participating in the development of budget proposals
- Responsible for maintaining and performing finance reconciliations e.g loan reconciliations, client reconciliation, bank reconciliation and petty cash reconciliations.
- Preparing requests for cash and ensuring all disbursements have appropriate supporting documents
- Responsible for banking cash and cheque received from buyers and suppliers and banked in correct accounts
- Producing invoices and ensuring they contain the necessary information to facilitate timely payment
- Preparing all payments and ensuring that the transactions are authorized and correctly recorded in the books of accounts.
- Assist in preparation of weekly management report, monthly management accounts and quarterly board meeting reports as well as any other financial report required by the stakeholders.
- Assisting in financial audits and providing all necessary documents to external auditors.
- Monitoring and reporting all company expenditure in line with the budget.

#### Key Achievements:

- Revenue grew by 50% in the last quarter, this was as a result of efficiency in finance processes and procedures and excellent revenue collection.

### Payables Accountant

**Virtual City Ltd, April 2013 to March 2015;**

#### Duties and Responsibilities

- Responsible for Stock taking and keeping accurate stock control records.
- Responsible for Daily processing of expenses and posting of invoices in the Navision accounting system
- Reconciling vendor accounts statement
- Preparation of the statutory payments (NHIF, NSSF, PAYE, VAT and Withholding Tax) and submitting to the relevant authority on time.
- carrying out bank reconciliation
- Maintaining good relationships with suppliers and timely payments to avoid penalties
- Preparation of Weekly cashflow plans
- Reconciling and balancing accounts
- Supervision of petty cash issuance, posting and record keeping.
- Compiling monthly reports to show records related to financial operations of the project.

- Maintaining a good filing system and ensuring proper storage of closed files.

#### **Key Achievements:**

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- Rebuilt trust with vendors/suppliers, repairing damaged relationships by ensuring timely, correct payments for all goods/services received.
- Demonstrated the ability to fill in at a moment's notice, quickly mastering new systems, processes and workflows.
- Received pay rise and performance pay for achieving the set quarterly targets.

#### **Accounts Clerk**

**Finlays Horticulture K Ltd, May 2011 to August 2011;**

#### **Duties and Responsibilities**

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- Compiling of various documents, verifying their accuracy of itemized charges then Making payment to creditors.
- Ensuring all approved suppliers' invoices are correctly posted into scalar
- Preparation of cheque payment vouchers
- Matching of invoices against payment
- Raising invoices and posting into sales ledger
- Preparation of debtors aging analysis and recovery of overdue debts
- Fixed asset reconciliation between general ledger and fixed asset register

#### **Key Achievements:**

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- Developed a culture of presentation on general topics on career, personalities and motivational Issues amongst staff
- Introduced a working filing system that brought order and quick tracing of documents

#### **Earlier Career**

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- University holidays (2009 – 2010): Accounts Intern, Vegpro Nanyuki

## **REFEREES**

#### **Moses Njenga**

Management Accountant

Virtual City Ltd

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#### **Mr. Francis Mworja**

General Manager Treasure Communications Limited

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#### **Maureen Njoki**

Accountant

Finlays Horticulture (K) Ltd

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