**CURRICULUM VITAE**

**REBECCAH WAMBUI**

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**EXPERIENCED ACCOUNT ASSISTANT**

***Performance summary***

Am an analytical and honest professional with knowledge in Accounts for 4 years such as Accounts payable, Account Receivable,   
Expert in interacting with other group companies for accounts purposes, Proficient in team member, determined & quick learner with good interpersonal skills. Self motivated and with excellent communication skills.

***Work Experience***

***Aquamist* *limited 2009-2010***

***Accounting clerk***

Duties

1. Account receivable handled full-cycle accounts receivable including billings cash applications and general ledger entries.

2. Debt collections, sending customers reminders through texts and making phone calls.

3. Credit analysis and evaluation.

4. Invoice discrepancy resolutions.

5. Analyzing clients’ capability and opening accounts in respect

***Transchem pharmaceuticals ltd***

**Credit controller *2010-2013***

Responsible for debt collection of the pharmacy. Assessing customers credit worthyness, opening credit accounts and following up on payment.

**Duties:**

1. Managed account reconciliations and managed debt  
2.Established new customer accounts  
3. Ensured reduction on accounts receivable  
4.Ensured cash collection targets are met  
5. Followed up on delinquent accounts  
6. Identified and manage credit notes and write-off concerns

7. Documented customer payment issues.

8. Entry posting of receipt collection & journal voucher.  
9. Verification of bills & reconciliation of total turnover.  
10. Bank, Debtors & Creditors Reconciliation.  
11. Maintain cash transaction & petty cash book.  
12. Day to day cash & bank transactions.

13. Preparing outstanding list of Debtor & making Payment follow-up by use of emails, calling and customer visits.  
14. Sales & Purchase total reconciliation of accounts for calculating VAT.  
15. Reconciliation of Bank Statement at the end of month.  
16. Maintain salary register in MS-Excel.  
17. Maintain Balance sheet & profit & Loss.

**OTHER SKILLS AND STRENGTHS**

1. Excellent follow up skills  
2.Strong negotiating skills  
3.Able to plan and organize tasks effectively  
4. Proven ability to work unsupervised  
5.Outstanding analytic acumen  
6.Excellent skills in written and oral communication

**Club Rumourz /Clarett lounge Muthaiga *2013-current***

***Accountant***

1. Controlling the payroll
2. Producing an accurate set of month-end accounts, with comparisons to forecasts and previous periods
3. Preparing profit and loss accounts and the balance sheet for senior management
4. Assisting in preparing budgets and business planning, including projected room revenue
5. Reconciling bank statements
6. Ensuring legislation is followed regarding VAT and PAYE
7. Chasing late payments, reporting bad debts and keeping a careful eye on the cash flow
8. Close liaison with purchaser in order to obtain best quality and prices
9. Ensure and audit from time to time that official orders have been issued for all goods brought into the hotel

***Stock control***

1. Daily physical stock take
2. Ensuring that menus are costed at regular intervals and correctly portioned.
3. Ensuring that all beverage items required are available
4. Ensuring that the system of issues to bars is carried out correctly
5. Ensuring that the computer input is carried out daily
6. Ensuring that food and beverage stocks are held within the company objective
7. Balancing of food and beverage purchases with the creditors clerk at the end of each month
8. Providing sales analysis of items by restaurants on a monthly basis
9. Provide feasibility studies on restaurants i.e. break even charts
10. Ensure that the goods receiving bay operates efficiently
11. Ensure standard stocks of operating equipment to outlets
12. Ensure that requisitions and systems regarding operating equipment are carried out Providing assistance and guidance to all staff under him/her Produce a monthly food and beverage control report
13. Updating prices of items when necessary
14. Ensuring that audits are carried out on the point of sale terminals
15. Ensure that there is a docket control system

***2011-current***

Self motivated and results oriented business owner of a small scale clothes shop, highly organized and works under strict deadline schedules with attention to detail for purposes of growth in the market. Excellent written and verbal communication skills with the ability to communicate with a diverse number of people. Known and respected for having strong management principles, exemplary customer relation skills, and successful leadership quality.

**ACADEMIC QUALIFICATIONS**

***KATC-Level 1 & 2***

***CPA -part 1 & 2***

***BACHELOR OF BUSINESS MANAGEMENT-Sunderland uk (Intel college)\_Currently***

**REFERENCES**

Sunderland University**,**

Ms Anita agwaral,

Director of Studies,

Intel College,

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Transchem pharmaceuticals ltd,

Chief Accountant,

Rose Wamucii,

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