**CURRICULUM VITAE**

**Rebecca Wambui**

**Address:**

**Cell: +254722846671**

**E-mail:** nrebeccawambui@gmail.com

**PERSONAL INFORMATION**

**Year of Birth:** Sept 7th, 1987

**Marital Status:** Single

ID NO: 25786703

**Gender:** Female

**Nationality:** Kenyan

**CAREER PROFILE**

I am an achievement-oriented accounting professional with in-depth knowledge in budget revision and reporting, credit analysis, accounts reconciliation, and business risk management.

My focus is to accounting position in a challenging environment that strives for total quality management, organizational and personal development.

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| **EDUCATION BACKGROUND** | | |
| **INSTITUTION** | **QUALIFICATION** | **DURATION** |
| Sunderland UK (Intel College) | Bachelor of Business Management | 2014-Date |
| Certified Public Accountants | Part 11 | 2009-2011 |

**COMPUTER SKILLS**

Ms-Office Suite, QuickBooks

**EMPLOYMENT HISTORY**

**Institution: Club Rumourz:** **2013–To Date**

**Position: Accountant**

**Duties and Responsibilities:**

* Payroll administration
* Preparing profit and loss accounts and the balance sheet for senior management
* Assisting in preparing budgets and business planning, including projected room revenue
* Reconciling bank statements
* Ensuring the company is in compliant VAT and PAYE regulations.
* Daily physical stock take
* Safeguarding the company from bad debts by following on credits

**Transchem pharmaceuticals ltd 2010-2013**

**Position: Credit controller**

**Duties and Responsibilities:**

* Established new customer accounts
* Ensured cash collection targets are met
* Identified and manage credit notes and write-off concerns
* Entry posting of receipt collection & journal voucher.
* Maintain cash transaction & petty cash book
* Bank, Debtors & Creditors Reconciliation
* Preparing outstanding list of Debtor & making Payment follow-up by use of emails, calling and customer visits
* Maintaining Balance sheet and profit & Loss

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

**Position: Accounting clerk**

**Duties and Responsibilities:**

* Debt collections and following up on customer debts.
* Analyzing clients’ credit payment capability.
* Identifying, quantifying and reporting revenue leakage (across products and services), highlighting revenue leakage points and recommending solutions.
* Continually questioning customer behavior, identifying & quantifying trends from credit recovery
* Formulating pricing strategies for Aquamist products

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| **REFEREES** |  | | |
| **NAME** | **MS Anita Agwaral** | **Rose Wamucii** | **Andrew Kimani** |
| **ORGANIZATION** | Intel College | Transchem pharmaceuticals ltd | Club Rumourz/Clarette lounge |
| **ROLE** | Director of Studies | Chief Accountant | Manager |
| **TELEPHONE** | +254733502461 | +254725254753 | +254725924478 |
| **EMAIL** | Director@inteluni.ac.ke | kahurar@gmail.com | Kimani\_nganga@yahoo.com |