

# ALICE WANJIRU MUCHIRI

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## CAREER PROFILE

Operations/Accounting Manager with CPA finalist qualification, over eight years of experience in accounting and over four years of experience in management. Believes in exceeding customer needs and expectations. Specific skills include accounting, strategy formulation, operations, and human resources.

## KEY SKILLS

- Computer Skills, Ms Office, QuickBooks and Hansaworld
- Tender Document Preparation
- Administrative Experience
- Fleet Management
- Debtor and Creditor Account Management
- Statutory Deductions and VAT Filling
- Document Management Skills
- International Travel Management
- Bank Statement and Customer Account Reconciliation
- Leadership and Supervisory Skills
- Office Supplies Management
- Sales Commission Computation and Cost Profit Analysis

## EDUCATIONAL BACKGROUND

**Bachelor of Commerce (Business Administration Option)**, Greta University-3<sup>rd</sup> Year, 2013 to date

**Certified Public Accountant (CPA III) Finalist**, Orbit School of Management Studies, 2006-2010

**Kenya Certificate of Secondary Education (B-)**, Kahuhia Girls' High School, 1997 – 2000

**Kenya Certificate of Primary Education (488 Marks)**, Giachuki Primary School, 1989 – 1996

## PROFESSIONAL EXPERIENCE

**Accounting/Operations Manager, January 2015 to Date**

**New Kigoro Traders, Kangare**

*Transport and hardware company, reporting to the director and responsible for accounting and operations*

- Management of the purchasing process, preparing L.P.O's getting quotes, identifying suppliers and ordering
- Preparation of accurate invoices ensuring the right prices and product is quoted
- Management of debtors accounts initiating collections for overdue accounts
- Fleet management including maintenance, usage logs and tracking
- Identifying appropriate tenders, preparation of relevant documentation and follow through
- Reconciling bank statements to recorded transactions and making adjusting entries
- Managing the timely and accurate payment of bills



- Preparing cash and check payments for deposit, bank balance monitoring and daily bank runs for deposits and withdrawals

### **Accountant/Operations Manager, August 2009 to June 2014**

#### **Talk IT Africa, Nairobi**

*IT training organization dealing with corporate ICT training, reporting to the C.E.O. was responsible for accounting and operations management*

- Managed debtors and creditors accounts ensuring timely payments and initiated collections for overdue accounts
- Ensured that all accounting transactions were captured in Hansa (Accounting System), increasing visibility and the accuracy of financial statements
- Facilitated all banking by preparing deposit slips and getting relevant approvals from management
- Managed all petty cash issuance and authorizations and prepared related reports for management
- Managed issuance of receipts for cash, cheque and EFT payments made and submitted reports for approval by the C.E.O
- Managed all accounts payables, raising cheque requisitions, matched purchase invoice to be paid against and prepared the corresponding cheque for approval and signing
- Managed the filling and retrieval of all accounting documents, including purchase orders, invoices and paid checks
- Facilitated the timely filling of VAT returns
- Reconciled bank statements in a timely manner including related adjusting entries and monitoring of daily account balances
- Prepared in a timely manner P.O.'s for all the classes scheduled and mailed invoices based on such P.O's, allowing for commitment letters or a contracts in-lieu of a P.O. in appropriate circumstances
- Prepared and presented Profit and Loss statements on a monthly and quarterly basis to aide management in decision making and sales adjustments
- Assisted the sales team in preparation of CPAs (Cost Profit Analysis) for different quotations
- Consulted the head office on exchange rates when initiating an outward swift to different countries with varying currencies
- Computed commissions for the sales team taking into account their total sales and related bonuses
- Ensured that cheques for statutory deductions P.A.Y.E, N.S.S.F and N.H.I.F were submitted on time
- Managed the registration process, overseeing the printing of registration and class attendance forms and the scheduling of classes
- Managed security, parking arrangements, cleaning, opening and closing of offices
- Supervised all staff including administrative assistants and monitored employee and student attendance registers
- Managed travel arrangements for International trainers (Visas/Flight/Hotel/Taxi Requirements)



- Managed the printing of all student documents including certificates and the ordering of manuals
- Ensured student and trainer feedback was collected to enable service improvement
- Compiled catering figures for the following week's courses in the order book and handed this to providers every Friday
- Managed the maintenance of office equipment and vehicles
- Prepared and presented weekly activity reports to management
- Ensured student manuals ordered were cleared in a timely manner by collaborating with our clearing agent
- Was the ISO representative at the organisation
- Ensured documents to be sent out/received had been sent or delivered
- Managed office supplies ordering, stock taking and monitoring inventory
- Monitored staff leave records, printing of staff leave forms and facilitated leave approval by sending completed forms to human resources and the C.E.O.

### OTHER RELEVANT EXPERIENCE

**Accountant**, Talk IT Africa Ltd, July 2007-July 2009

**Accountant**, Print Systems and Supplies Ltd, November 2005-November 2006

### REFEREES

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