**JOHN K. RANJI**

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**Email:** [**kimothoranji@yahoo.com**](mailto:kimothoranji@yahoo.com)

Experienced and outgoing accounts and finance professional with 6 years experience seeking continuous growth and challenge

**Professional Skills**

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| * Financial reporting and international accounting standard * Corporate reporting and reconciliation expert * Data analysis and performance management * Auditing and systems set up. * Financial risk management * Business account management and costing * Process streamlining and management   **Computer skills**: Expert in MS Word, Excel, QuickBooks, Sage, Sun system, Material Control system, Prosoft payroll system.  **Education:**  ROYALBUSINESS SCHOOL– A.C.C.A LEVEL 3 professional level  KCA University, Nairobi - A.C.C.A LEVEL 1& 2 skills and knowledge level |

**PROFESSIONAL EXPERIENCE:**

**ORIEL LTD November 2014 – Present**

**Senior Accountant**

**Responsibilities;**

* Banking reconciliations, maintaining the cash book and cash flow for the company
* Audit report preparations both internal and external.
* Cost controlling with the help of audit team.
* Investment portfolio management and audit
* Handling accounts receivables and liaising with clients in settling the accounts
* Part of the team that monitors variances in budget and advice on solution.
* Monitoring the debt ageing accounts for the group.
* Advising management on methods of cost control and improvement on internal controls
* Supplier account management.
* Ensuring authorization and approval of accounts payable before preparation for payment
* Petty cash handling and monitoring
* Assisting in VAT preparation and reconciliation
* Sales analysis of the group weekly and monthly.
* Coordinating with the branches on matters arising in relation to accounts
* Training of new accountants
* Part of team doing the quarterly and yearly stock take

**NAIROBI JAVA HOUSE March 2012 – October 2014**

**Senior Branch Accountant.**

**Responsibilities;**

Over seeing accounting operation for four branches in regard to the following duties:

* Monthly financial reporting proficiency
* Income audit and banking reconciliations
* Monthly ledger management and streamlining
* Purchase request from our central stores and confirmation of deliveries as per placed orders.
* Monthly and yearly management accounts on cost, variance as per company budget.
* Monitoring the debt age analysis for all branches
* Assisting in VAT preparation and reconciliation.
* Stock take and forecast, monthly and year end
* Audit report preparations both internal and external.
* Sales analysis, weekly and monthly.
* Cost controller i.e. food cost and material usage.
* Maintaining the Cash Book and Petty Cash Book
* Training of new accountants at branch level

**AUA INDUSTRIA LTD**  **Dec 2010 – July 2011**

**Credit Officer**

* Accounts receivables, setting credit limits and contract costing
* Reviewed control systems and debt collection materials
* Debt collection and forecasting
* Budget preparation in view of expected income
* VAT preparation and filing
* Income audit and bank statement reconciliations
* Petty cash control and management
* Training and preparing the Payroll for all employees including statutory deductions for 70 employees

**BIA YETU AGENCIES LTD September 2009 – Nov 2010**

**Accountant**

* Business account management, bank reconciliations and V.A.T preparation
* Accounts auditing, costing and analysis
* Budgeting and monitoring that expenditure as per budget and variance analysis
* Coordinated with sales representatives from E.A.B.L on purchases and sales and goal accomplishments
* Accounts payable and reconciliation of suppliers’ ledgers
* Payroll management including statutory deduction-200 employees
* Participated in monthly and yearly stock take with sales teams
* Budgeting and making monthly variance adjustments
* Audited income and expenditure
* Preparation of monthly and yearly management accounts
* Managed petty cash and auditing of cash receipts.
* Costing and profit analysis by sales route

**METRO CLEANERS AND RENOVATORS LTD October 2007 – July2009**

**Revenue Accountant**

* Dealing with accounts receivables and placing credit limits and period
* Handled accounts payable and ensuring all suppliers are paid on time
* Prepared Payroll including statutory deductions-600 employees
* Staff salary payments via pay net system
* Contract Costing and control of cost
* Monthly VAT preparation and submission
* Preparation of accounting records for use by the company auditors.
* Liaising with company auditors to prepare final accounts for the company

**HILTON HOTEL NAIROBI 2006 march – 2006 July**

**Accounting Trainee**

* Handling the Accounts receivable and keeping it up to date
* Accounts payable
* Income audit on daily sales and assisting in general cashiering
* Itemized Food costing

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| **REFERENCES**  Samuel Baita  **Internal Auditor, crowne Plaza Nairobi**  P. O. BOX 25574 NAIROBI, KENYA  Tel: 02027460000: 0733747591  sbaita@yahoo.com  Peter Musyimi  **Accountant 2-IMMIGRATION AND REGISTRATION OF PERSONS**  P. O. BOX 8486-00200 Nairobi Kenya TEL: 254-20-222222 ext22077 or 0721743240  Daniel Meshack Omondi  **Be Sure Cleaning Services**  P. O. BOX 7973  NAIROBI KENYA Tel 020 2501180, 0721682229 |
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