**VIOLET BONARERI MORURI**

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I am a skilled accountant who is conversant with various accounting softwares which include QuickBooks, Visual transaction, Sage and currently working on SAP. I am capable of participating in strategic planning, budget development, accounts maintenance, as well as tax preparation and filing.

I can also analyze financial statements, sales reports and other performance indicators and provide advice and guidance on the best practices an organization can venture into. I am able to analyze a company’s structure and activities and advise management on the tax ramifications of business decisions.

I posses analytical skills that can identify areas to cut costs, improve performance, and impact my knowledge to the company and colleagues for the eventual success of the company. My goal is to immensely contribute positively in the growth of an organization using my skills and experience.

**Personal Details:**

* Date of Birth: 12th August 1986
* Marital Status: Married
* Gender: Female

**Education and Professional Qualification:**

* Bachelor of Commerce (Finance Option), KCA University
* CPA Part 3 Sec V & VI-KCA University
* CPA Part 2 Section III&IV- KCA University
* CPA Part 1 Section I- KCA University
* KATC I&II- KCA University
* Kenya Certificate of Secondary Education - Mukumu Girls High School

**Key Professional Skills and Competencies:**

* Excellent analytical skills and a good understanding of financial and accounting concepts
* Ability to effectively plan , assign , prioritize and oversee the work of others
* Versatile, team player with ability to sustain a good relationship, result oriented individual.
* Excellent general mathematical skills
* Ability to oversee accounts payable and receivable
* Ability to monitor a business’s financial activities
* Maintain and audit company financial records.
* Oversee budget and financial management.
* Perform duties related to bookkeeping, taxes, and financial planning

**WORK EXPERIENCE**

**May 7th 2013 to date: Kwale International Sugar co ltd.**

**Position Held: Senior Accountant**

Responsibilities handled:

* Assisting CFO with budget preparation, review, and analysis of financial statements, G/L, and company’s month/year-end
* Assisting the external auditors in audit process(Currently working with Ernst & Young and PWC)
* Payroll preparation including submitting all the statutory deductions to relevant authorities
* Monthly statutory preparation( VAT Preparation submission & reconciliation, SDL, KEBS)
* Bank reconciliations including foreign currencies accounts
* Overseeing the work of accounts clerks
* Keeping documentation of all assets and trucking insurance for each of them & also maintaining the asset register

**May 7th 2012 to May 7th 2013: Kwale International Sugar co ltd.**

**Position Held: Junior Accountant**

Responsibilities handled:

* Accounts payables & monthly supplier reconciliations
* Accounting for all petty cash
* Counterchecking all evaluations from procurement department & determining the best quotations from suppliers
* Valuations of stock
* Maintaining all relevant physical files

**February 2010 to April 2012: Extra Dimensions Ltd**

**Position Held: Accountant**

Responsibilities handled:

* General book keeping: This involved keying in to the system payments and receipts from various suppliers and debtors and reconciling them.
* Maintenance and dispatch of petty cash
* Management of accounts payable & Receivables
* Filing VAT 3 returns
* Preparation and dispersion of cheques
* Payroll preparation including submitting all the statutory deductions to relevant authorities
* Bank reconciliations
* Statutory requirements e.g. City council
* Debt collection & debtors reconciliations

**May 2008 to Dec 2009: Nyamosi & Associates CPA (K)**

**Position Held: Accounts Assistant**

Responsibilities handled:

* Reconciliation of receivables and payables for various clients
* Banking of cash and cheques
* Maintaining office records.

**REFERENCES**

Samuel Ogwoka Constantine Khatosa Wilson Omwoyo

Managing director Senior Accountant Senior Partner

True Base Multiservice Pabari Investment Nyamosi & Associates

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