

Margaret W.Mburu

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Bio Data

Gender: Female

Date of Birth: 06th July, 1987

Nationality: Kenyan

Personal Profile

An enthusiastic and personable professional, possessing the ability to provide financial information to all areas of the business while ensuring that all management information is accurate. I am able to drive out inefficiencies through process improvement, accounting procedures, maintenance and development of financial systems. Having the ability to check a company's financial records and accounting methods to identify efficiency improvements that maximize profitability.

Education

Jan 2017 to Date	Masters of Business Administration-Strategic Management Jomo Kenyatta University of Agriculture and Technology
2007 - 2011	Bachelor of Business Administration with I.T, Finance Option Attained: Second Class Honors upper division Maseno University
Dec-2011	CPA (K) KASNEB
2002 - 2005	Kenya Certificate of Secondary Education Precious Blood Kagwe Girls Secondary school Attained: B+

Skills

- **Accounting:** Fully qualified in accounts with superb hands on experience gained in accounting roles. Excellent in preparation of monthly and annual statements, payroll processing and all other accounting practices.
- **Analysis and Numeracy:** Proficient at analyzing sets of accounts and financial reports.
- **Financial Skill:** Measuring financial risks, developing and implementing strategies to minimize that risk. Advising on the financial implications and consequences of business decisions.
- **Decision Making and Problem Solving Skills:** I am able to make timely, well considered and logical decisions on problem situations that may arise so as to find appropriate and workable solutions.
- **Communication Skills:** I am an excellent communicator who effectively conveys information both verbally and in writing. I am also a keen listener and gives prompt feedback.
- **Planning and Organizing:** Ability to identify and prioritize activities and assignments, make necessary

adjustments as required; foresee risks and allow for contingencies when planning.

- **ICT Competence:** Good command of QuickBooks, Sage Financial Controller and MS Office.

Work Experience

August 2012 – to date

KEP Services Ltd (Kenya) & KEP Engineering Ltd (Uganda)

Position: Chief Accountant

Responsibilities:

- Preparation of financial statements for both companies here in Kenya up to and including draft final accounts.
- Preparation of financial statements for KEP Engineering Ltd in Kampala, Uganda and carrying out all other roles that pertains their accounts department.
- Preparation of management accounts for decision making.
- Dealing with all matters pertaining to accounts and accounts department.
- Preparation and evaluation of monthly and annual budgets and making sure that they are realistic and achievable.
- Advising the management on various issues related to finance and taxation.
- Preparation of costing for various departments.
- Design and implementation of internal control systems in the organization both accounting and operational.
- Controlling the assets of the company.
- Planning for annual audits and liaising with external auditors.
- In charge of the Payroll.

April 2012 - July 2012

KEP Services Limited

Position: Assistant Accountant

Responsibilities:

- Dealing with accounts payable and accounts receivable.
- Preparation of management accounts.
- Checking internal control on stocks.
- Administration such as staff supervision.
- Filing of statutory returns (NSSF, NHIF, PAYE, Withholding TAX and VAT).
- Bank reconciliations.
- Preparation and processing of invoices, cheques and other documentation.
- Maintaining the cashbooks and handling petty cash.
- Preparation of payroll and disbursement of salaries.
- Office administration duties.
- Filing and faxing documents.

Additional Information

Achievements

- 2012-2013: Set up the accounting system and accounts office from the scratch at KEP Services Limited which transformed the company finance operations from manual to computerized one.
- 2015-2016: Successfully set up the accounting system and accounts office at KEP Engineering Limited in Kampala, Uganda which is, currently running very well.
- Currently implementing the Sage ERP which will integrate the company operations into one database therefore centralizing the company operations, reduce data redundancy and improve the company data security

Hobbies and Interests

- Camping, Traveling, dancing, swimming listening to music and I love fashion.

Referees

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