**RESUME**

MERCY KAGEHA AMUKONO

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| **CAREER /PERSONAL BACKGROUND** | A young, determined upcoming professional lady with desired qualifications and know-how in the accountancy profession. Well organized, responsible with high integrity, believes in hard work and excellence.  Combines self & organizational skills with hands-on knowledge and a strong work ethics. |
| **TRAINING** | April 2013 – April 2016  St. Pauls University - Degree Business Administration & Management (Finance Option)  (Awaiting graduation)  June 2012 -CPA K (Section 5&6),  Orbit Scuol of Management - Nairobi  June 2007-CPA 2(Sec. 3&4)  Kenya College Of Accountancy (KCA) University-Kisumu Campus.  Dec 2005-CPA 1(Sec.1&2)  KCA University- Nairobi Campus.  Feb 2007-Certificate in Computerized Accounting  KCA University- Kisumu Campus  Nov 2003-kenya Certificate of Secondary Education  Keveye Girls High School  Graduated with B-(Minus) |
| **CAREER OBJECTIVE** | To obtain skills and knowledge that will enable me to work in a fast moving and well established organization. .  **Focus: To be a respectable financial manager.** |
| **PROFESSIONAL EXPERIENCE** | **August 2012 to Date**  **Palbina Tours & Travel Ltd – Senior Accountant**  This is a destination management company based in Nairobi. It offers travel and tour solu­tions in Kenya and around the world.  **Key Responsibilities**   * Preparing accurate and timely management reports for business planning and decision-making including monthly Debt collection forecasts & variance reports, debtors Review reports and other reports that may be required by clients or management. * Liaising with the company’s billing team on a regular basis ensuring that all revenue transactions are accurately recorded * Ensuring daily posting of all receipts, reconciliation of cash/Mpesa transactions and reconciliation of the bank statements - weekly. Building strong business relationships with banks * Ensuring that all the month-end close procedures are completed and that all financial records are updated. * Safeguarding company assets and updating the Asset register from time to time. * Organizing accounts payable methods to ensure that suppliers’ payments are in conformity with the company’s allocation guidelines and routine standard principles. * Reviewing key account reconciliations for suspense accounts, loan advances, creditors, authorized journal postings and ensuring all information is processed in order to procure financial accounts daily, monthly and annually. * Providing annual budget information; monitor expenditures; identify variances and implement corrective actions. * Preparation of closing year end accounts and co-ordination with auditors by making sure to achieve proper and on time reporting of reviewed and audited financials. * File returns on itax (PAYE, INCOME TAX, and WHT) and statutory payments.   **Achievements.**   * I have actively helped see the organization improve its huge debtor balance to a more realistic figure. This through applying the best collection policies available. From only 35% collection rate that the company had to 85% that the company currently enjoys. * I have overseen the implantation of a new system, by being one of the super users. I together with the management and the system implimentors. I was able to train my colleagues on system use and applications, identify weakness of the system in place and the available solutions to the weakness. * I have accelerated the month-end closing process to the tenth calendar day of every month. Provide timely and accurate financial reports on operating entities and capital projects   **January 2016 to Date**  **Intergrated Insurance Brokers Ltd – Senior Accountant (Part-time)**  IIB provides a broad array of insurance brokerage, consulting and risk management services to a wide spectrum of customers ranging from domestic companies, both commercial and industrial. The firm aims to ensure that solutions are ideally tailored to individual client’s needs, taking into account their expectations and risk philosophies.  **Key responsibilities**   * Bank reconciliations for all the company’s accounts, adjustments/ journals and investigations * Reconciliation of Insurance Company accounts and follow up of commissions’ receivable * Payroll preparation and filling of returns (PAYE, INCOME TAX) on itax * Assisting and managing the treasury function during audits and leading the business continuity projects for the Treasury unit. * Generating reports and essential schedules for financial year-end and interim/statutory audit and the production and provision of appropriate treasury-related reports and guidelines.   **March 2011 to August 2012**  **Archers Tours & Travel Ltd – Accountant**  This is a destination management company based in Nairobi, Kenya, with over 50 years’ experience in organizing safaris and beach holidays to East Africa and Indian Ocean for visitors from all over the world.  **Key Responsibilities**   * Prepare profit and loss statements, monthly closing and cost accounting reports. * Input and handling of financial data and reports for the company's automated financial systems. * Interact with internal and external auditors in completing audits. * Responsible for maintaining accurate records and compiling reports * Reconciliation of bank statements, debtors and creditors accounts. * Responsible for payroll preparation and statutory deductions. * Proficiency in use of Pastel and Travcom softwares.   **September 2009 to Feb 2011**  **Fones Direct Ltd – Accountant**  Fones direct is a private company that deals in selling and distribution of phones and I. T accessories (Fonexpress, Tuscom and Phonelink shops  **Key Responsibilities**   * Preparing invoices and monthly reports on debtors and creditors * Reconciliation of stocks both in branches and the main store * Monitoring of creditors accounts and reconciliation * proficiency in use of Tally.ERP 7.2 and Tally.ERP 9 software   **October 2008 to August 2009**  **Twiga Stationers & Printers Ltd- Accounts Assistant**  Manufacture and producers of paper products, known for manufacturing of Kasuku and crown exercise books.  **Key Responsibilities**   * Invoice processing and preparation of payment vouchers. * V.A.T processing (In put VAT) * Reconciliation of bank statements, petty cash, debtors and creditors * Stock taking and stock reconciliation * Experience and proficiency in use of Ebizframe software and Sun system.   **Sept. 2007- Feb 2008**  **Travellers Beach Hotel- accounts assistant and a cashier(Training)**  Travellers Beach Hotel is a four star hotel situated in the north of Mombasa, Kenya. It hosts several restaurants and bars.  **Key responsibilities**   * Daily cash collections and petty cash reconciliations * All cashier duties |
| **KNOWLEDGE AND EXPERIENCE** | * Experienced in handling and dealing with the accounts receivable and accounts payable, report preparations and interpretation of financial reports. * Knowledge in use of Pastel accounting software and Navision –Payroll module, Birthmark – for insurance companies. * Proficiency in use of E-travel, Travcom & Ambo(Amadeus mid-office)soft wares * Experience in establishing and managing business client relationship. * Experienced in book keeping and preparation of financial reports cash flows, statement of comprehensive income, statement of financial position etc. * Proficient in cashier duties and responsibilities. * Knowledge in MS Word MS Excel, QuickBooks, Outlook, Internet and Sage. * Experienced and proficiency in use of Pastel, Ebizframe and Erp Tally soft ware |
| **ABILITIES, SKILLS &**  **KEY STRENGTHS** | * Ability to work with minimum supervision, flexible and able to multi-task * A team player with excellent interpersonal skills and communication skills both in oral and written English and Swahili. * Willing to learn new things and face challenges that will offer me opportunities for career and self-development. * Self-motivated, responsible and well organized. * Strong personality, high integrity and observant of the professional ethics. * Ability to think in abstract. * Determined for self and organizational growth. * Ability to negotiate and handle complex assignments with a proactive attitude. |
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| **MEMBERSHIPS AND AFFILIATIONS** | * Member of the Kenya Accountants and Secretaries National Examination Board * (KASNEB) |
| **BIODATA** | Date of Birth : 1986  Nationality : Kenyan  Languages : English, Kiswahili  Religion : Christian  Gender : Female  Marital Status : Married |
| **INTEREST AND HOBBIES** | Listening to Music, helping in society especially the needy and the disabled, making friends, and watching movies. |
| **REFEREES** | Mr. Caleb Ndoro Mr. Jela Eliud  Audit Assurance Manager Chief Accountant  John Cumming & Co. CPAK Kenya civil Aviation Authority  P. O. BOX 327 40100 P. O. Box 30163  Tel. 0726924203 Tel. 0720996631  **KISUMU**  **NAIROBI**    Mr. Munyao M. Kyalo  Operations & Finance Officer  Palbina Tours & Travel Ltd  P. O. Box 9022 00900  Tel. 0712 341787  **NAIROBI** |
| **INSPIRATION** | ***The Greatest Gift of the human mind is that it has no limit or ending!-****by Jim Rohm* |