**LILIAN CHEPKIRUI KOSKEI**

**P.O. Box 59857- 00200**

**Tel: 0721774680**

**Email: liliankoskei@gmail.com**

**Personal Details**

* Date of Birth: 20, September 1992
* Marital Status: Single

**Career Profile:**

I am a result oriented in finance and accounting professional with in-depth knowledge and ability to enhance cash flow management through sound ledger management timely and accurate cash and bank reconciliation. I can competently prepare financial analysis reports and models and can give financial advice. I have capability to handle customer care, reconciliation of bank accounts, and statement of financial position, profit and loss accounts, invoicing, cash management, statutory payments and Preparation of operational budgets.

**Key Professional Skills:**

* Thorough knowledge of accounting procedures and Financial Management controls
* Proficient knowledge on local tax laws
* First-Rate knowledge in MS office applications i.e. Word, Excel and Power Point
* Key understanding knowledge of financial models and analysis
* Experience in managing funds
* Practical experience on QuickBooks, Sun System (Version 4) and Tally system.
* Knowledge of audit procedures, including planning, techniques, test and sampling methods involved in conducting audits
* Ability to gather, analyze, evaluate facts, prepare and present concise oral and written financial reports
* Excellent analytical, interpersonal and communication skills
* Proven ability to respond quickly, independently and appropriately to competing priorities working under minimum supervision

**PROFESSIONAL EXPERIENCE**

**YARA EAST AFRICA LTD**

**Accountant September 2015-Currently**

* Compiling and analyzing financial information to prepare financial statements including monthly and annual accounts.
* Maintaining fixed asset register for all company assets
* Continuous management and support of budget and forecasting activities.
* Periodic preparation of cash and bank reconciliations on a timely basis.
* Management of account receivables and account payables respectively.
* Preparing financial management reports and ensuring deadlines are met.
* Assessing advance and payment requests by ensuring budget availability, adequate supporting documents and proper coding in the system
* Payroll Management and remittance of statutory deductions including PAYE, NSSF and NHIF.
* Monitoring and providing support in taxation issues.
* Assisting in financial audit preparation and coordinate the audit process.
* Ensuring accurate and appropriate recording and analysis of revenues and expenses.
* Preparing reports and standard statements and ensuring that monthly ageing reports are submitted to respective stakeholders.

**AFRICA MANAGEMENT SOLUTIONS January 2015- August 2015. Accountant and Administrative Assistant**

* Ensuring the completeness and accuracy of accounting data and filing of documents
* Provide periodic management reports to the management.
* Monitor, analyze any variances, and give guidance to the management.
* Preparing general ledger entries by maintaining records and files; reconciling accounts
* Preparing consolidated internal and external financial statements by gathering and analyzing information from the general ledger system and from departments
* Managing and reconciling payroll accounts
* Remittance of Statutory deductions to government.
* Analyzing information and options by developing spreadsheet reports; verifying information
* Reconciling advances against actual expenditures

**Administrative Duties**

* Handling front office and responding to company queries on calls and via email.
* Updating data system and ensuring all important documentation are available
* Protecting organization’s value by keeping information confidential
* Custodian of staff record by ensuring that the records are updated
* Managing the filing and storage of the company documents
* Monitoring the procured items and assets of the company and ensuring that they are well maintained and utilized
* Inspecting and updating the inventory list

**SPEZ COMPANY LTD. (July 2012-December 2014)**

**Accountant**

**Duties and Responsibilities**

* Creating Journal entries
* Invoice preparation and dispatch daily
* Preparation of bank reconciliations.
* Periodic preparation of income and expenditure account
* Review and reconcile aged creditors/debtors’ schedules monthly ensuring that all payments/receipts have been properly allocated and errors cleared
* Ensuring that accrual accounts are regularly reconciled and balances supported by accurate schedules
* Payroll administration and management of statutory payments
* Prepare payment vouchers to settle outstanding creditors accounts in line with agreed credit period
* Preparations of Budget Versus Actual Monthly reports and ensure they are provided to relevant staff on a timely basis.
* Preparation of final statements of accounts

**Accounts Intern, Nairobi Club 2012 (Jan-June)**

**Duties and Responsibilities**

* Reconciling individual creditors accounts with the ledger
* Preparing and maintaining accurate departmental reports e.g. monthly creditors aging list and critical payable account report
* Ensuring processing and posting of payments into the system is done accurately

**Education and Professional Qualifications:**

* **Bachelor of Commerce (Finance Option)**, Second Class Upper, KCA University 2014- 2016
* **Certified Public Accountant**, CPA(K)Strathmore University, 2010-2013
* **Kenya Certificate of Secondary Education**, (B) Nakuru Girls High School, 2006-2009

**PROFESSIONAL MEMBERSHIP-**

Associate Member of ICPAK

Membership No: **ASSOC/1009**

**INTERESTS**

Computing; playing volleyball, Networking

**REFEREES**

Peter Wekesa

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