

CURRICULUM VITAE
MARY WANGARI KANYORA
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Personal Statement.

A result driven, self-motivated and resourceful Accounting Professional with 1 year experience in executing Accounting and Finance duties. I am highly experienced in applying accepted accounting principles and procedures to analyze financial information, prepare accurate and timely financial reports and statements, formulating and implementing appropriate accounting control procedures and policies, auditing financial reports and records for compliance and reviewing company's financial status to ensure there is no discrepancies. Currently, I am seeking a job in Accounting, Finance or any other related job where I can further develop my skills and use my acquired experience in accomplishing the ultimate goals and objectives of the organization.

Competencies.

- Experience in analyzing and presenting financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements.
- Strong analytical, financial reporting, and presentation skills with the ability to present complex issues clearly and concisely
- Excellent communication skills (written and oral English), including the ability to communicate and present to key stakeholders at all levels within the organization.
- Advanced proficiency in accounting software tools, i.e. QuickBooks, Pastel and Microsoft Office Applications.
- Broad experience in compiling and analyzing financial information including monthly and annual accounts and ensuring financial records are maintained in compliance with accepted policies and procedures
- Experience in formulation and implementation of internal financial controls, budgeting and forecasting, general ledger and bank reconciliations, payables and receivables, preparation and analysis of financial statements and cash flow projections.

Work experience.

Accounts and Admin Department, Lockstep IT Group, February 2017 – To Date.

Duties and responsibilities.

- Prepare weekly management reports such as cash flows, budget variance reports to inform management of the finance performance of the Company and make decision on what remedies are supposed to be implemented.
- Participate in monthly divisional meetings to review work done and assist in annual development and review of financial policies and procedure to ensure relevance.
- Preparation of annual financial statement and schedules for the institution to ensure that it meets all the statutory requirements.
- Participate in the preparation of departmental budget and compiling the budgets of the institution from various departments to ensure adequate and allocation of resources for all the departments.
- Review update and maintain debtors ageing report and debtor's general ledger.
- Reconcile general ledger account with various registers, reconcile bank statements with the system cash book.
- Process month end reports and check for accuracy, completed Journal entries and the required

bank transfers.

- Ensure data required for the preparation of monthly, quarterly and annual reports is compiled and analyzed. This include preparation of journal entries and reconciliation of GL and subsidiary ledger accounts.
- Assist in annual audit (internal and external), providing documentation to the auditors, ensuring accuracy of all information needed by the auditor and reconciliation of accounts.
- Responsible for accounts payables and ensure good rapport with the vendors and timely payment of their invoices, ensure timely and accurate vendor account reconciliations.
- Preparing company accounts and tax returns for audit and ensured timely submission of statutory returns and preparation of payroll.

Other relevant work experience.

- KCA University in Resource Mobilization Department. I was tasked with updating of Alumni database, organizing Alumni meetings, organizing networking activities between the Alumni and the current students. September – December 2013.

Academic / Professional background.

- Mount Kenya University, Diploma in Banking and Finance. January 2014 – June 2015.
- Mwangaza College, Certified Public Accountant (K). Pass in CPA Part 1- 3. June 2010 – June 2014
- St. Anne’s Catholic Institute. Accounting Technician Certificate. Pass in ATC Level 1 & 2. July 2008 – May 2010.
- Online Computer Centre, Certificate in Computerized Accounting packages sage, quick book & pastel). January – December 2013.
- The Computer Society of Kenya, Certificate in Microsoft Office Applications (Ms Office). June – August 2008.
- Michinda High School. Kenya Certificate of Secondary Education (K.C.S.E) Grade C (Plain) .2004 – 2007.

Referees.

Please feel free to contact the under mentioned regarding my competence, work ethic and performance

- Ruth Nduta Maina
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- Victor Muriuki
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