
P.O Box 67115 – 00200, Nairobi. Tel: 254724776485. carolochanda@yahoo.com

Professional Qualification

Jan 2006 –Dec 2008 Strathmore University
CPA Finalist
BCOM Kenyatta University

Professional Experience

Labh Singh Harnam Singh Ltd.

1st May 2010 to date

Payable Accountant

- Booking and posting all supplier invoices and credit notes immediately they are received
- Ensure all invoices conform in all aspects to our Local purchase orders
- Raise payment to suppliers when they fall due ensuring payments should be accompanied by the supplier invoice, delivery note, our LPO,GRN and any other relevant document
- Summarize all supplier terms and have the same updated on the company's management systems
- Summarize the current prices of our inputs, and communicate any change immediately it is detected
- Maintain a filing system of creditors invoices, payment vouchers, creditors reconciliation creditors correspondences and VAT returns
- Ensure the purchase ledger is updated and completed every month
- Preparing the following management reports, Aged creditors ,creditors reconciliation, Purchase price variance reports, Supplier disputes and settlement report, Returns outward report and action taken

Toyota East Africa Ltd.

07 July 2009 - 28th Feb 2010

Accountant

- Processing of invoices for payments using GRNs and LPOs.
- Raising payment vouchers & writing company cheques.
- Creditor's reconciliation & allocation for payment.
- Preparation of the purchase ledger for all the company's suppliers
- Carry out monthly individual supplier account reconciliations.
- Preparation of periodical aged creditors accounts for payment.
- Invoicing and handling all customer complaints
- Preparation of the aged debtors accounts and ensuring that the statements have been sent to the debtors
- Daily Bank and Cash Reconciliation

- Preparation and remitting all the statutory returns(NSSF,NHIF,PAYE,STD LEVY, WHT) before the deadline
- Handling the petty cash .
- Withdrawal and deposits of any cash and cheques
- Receipting payments from customers and staff members
- Preparing daily collections (cash, cheques & credit cards receipts) for banking using SAP System.
- Handling Petty cash Payments & postings using SAP System.

Strathmore University

14TH April 2009-30th June 2009

Account Assistant

- Processing of invoices for payments
- Raising payment vouchers & writing company cheques.
- Creditor's reconciliation & allocation for payment.
- Preparation of the purchase ledger for all the company's suppliers
- Assist in computation and reporting of all monthly overheads, accruals and prepayments
- Reconcile and confirm company accounts
- Carry out monthly individual supplier account reconciliations.
- Preparation of periodical aged creditors accounts
- Invoicing and handling all customer complaints
- Preparation of the aged debtors accounts and ensuring that the statements have been sent to the debtors
- Daily Bank and Cash Reconciliation
- Coding of cash receipts and payment
- Overhead projections and departmental budgeting
- Maintenance of general ledger
- Preparation and remitting all the statutory returns(VAT,NSSF,NHIF,PAYE,STD LEVY) before the deadline
- Handling the petty cash and preparing the payroll
- Withdrawal and deposits of any cash and cheques

Across-Sudan (NGO) Yaya Center Internship

Sept 2008- November 2008

- Data Entry using Sun system-Finance Department
- Preparing cheques for banking & maintaining the filing system

**Barclays Bank
Internship**

6 March 2007 – 30 June 2007

- ✓ Reconciliation at Barclays NIC branch
- ✓ Reconciling customers' accounts Asset finance Department at Barclays Head office

Other Qualifications:

- Microsoft Office tools proficient,
- MS Excel ,MS-Word, MS-Access
- Tally system
- SAP
- Sun system

Social Activities

- Undertaken AISEC leadership conference at Strathmore University.
- Theological classes at ACK Njoro Church.
- Participated in voter counting exercise with IEBC.
- An active member of church drama club.

Referees

1. Evans Matara,
Accountant
P.O Box 59857-00200
Nairobi.
Tel: 0721520535/ 0733500121.

2. Juliet Khaombi,
Administrator,
Kisii University,
P, O Box 761 Molo,
khaombijuliet@yahoo.com
Tel; 0714472002.

3. Rev. Ruth Wanjiru ,
Remnant Church Nakuru
P.O Box 17272
Nakuru
Tel; 0718721220.