

## Margaret W.Mburu

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### Bio Data

**Gender:** Female

**Date of Birth:** 06<sup>th</sup> 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	<b>Masters of Business Administration-Strategic Management</b> Jomo Kenyatta University of Agriculture and Technology
2007 - 2011	<b>Bachelor of Business Administration with I.T, Finance Option</b> Attained: Second Class Honors upper division Maseno University
Dec-2011	<b>CPA (K)</b> KASNEB
2002 - 2005	<b>Kenya Certificate of Secondary Education</b> 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.

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## 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.

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## Referees

Mr. George Awour  
Technical Manager  
KEP Services Ltd  
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