

CAROLINE MIGWI

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PROFILE SUMMARY

An experienced Accountant with experience processing and reconciling a wide variety of accounting documents such as invoices, cash receipts, bank reconciliations for accuracy, completeness and conformance to reporting and procedural standards.. My focus is to secure a position as finance Assistant and use my skills and knowledge in accounting in order foster growth in the organization that I work for.

EDUCATION AND PROFESSIONAL QUALIFICATIONS

- **Diploma in Social Studies and Counselling** - International Foundation For the Advancement of Reflective Learning And Teaching;2017 to date
- **Certified Public Accounts Finalist**-Kenya Accounts and Secretaries National Examination Board; 2013-2016
- **Bachelor of Purchasing and Supplies Management** (First Class Honours)-Multimedia University of Kenya; 2011-2014
- **Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Publisher)**-Limuru Institute of Information and Technology; January 2010-May 2010
- **Kenya Certificate of Secondary Education** (B plus)-Kambui Girls' High School; 2006-2009

KEY SKILLS AND COMPETENCIES ACQUIRED

- Well versed with modern accounting systems, accounting principles and maintaining statutory books of accounts and financial statements
- Strong ability to create and manage budgets, balance sheets and other related financial statements
- Trained on financial and management reporting techniques and skills
- Expertise in expenditure tracking, profitability, cost analysis and cash management
- Can effectively monitor tax returns; file VAT and statutory deductions within the stipulated deadline dates
- Highly organized, proactive, hardworking, focused and have attention to detail.

WORK HISTORY

Accountant and Human Resource Administrator Assistant;

Ascent Limited, May 2015 –To Date;

Duties and Responsibilities:

Accountant

- I handle all accounts payables and receivables functions
- I manage office petty cash requisition, disbursement, recording and reconciliation, accounts and cash required by marketing programs run by HDI Marketeers Ltd (Ascent Limited sister Company)
- Posting of all transactions in Quick Books and handling budgetary controls
- Prepare a monthly payment schedule and process all suppliers' payments by ensuring all payments have been authorized and that all supporting documents are attached

- Maintain a database of all suppliers to ease procurement and payment and that of all clients so as to ease debt follow up and collection
- Reconciliation of all ledgers related to petty cash and bank on a weekly and monthly basis
- Liaise with both suppliers and clients and send monthly statements so as to ensure that accounts on both ends tally
- Procure and source for both Ascent Limited and its sister company HDI Marketeers Ltd
- I follow up with debtors to ensure payments are made within the agreed period
- Analyze printing inventory in terms of usage, wastage and profitability and submit a report on the same to the C.E.O.
- Preparation of quarterly financial reports to be submitted to the C.E.O.

Human Resource Administrator Assistant

- Co-ordinate induction process for new employees
- Prepare contracts and maintain both hard and soft copy of staff files and documents
- I prepare an annual Leave calendar for all employees and maintain leave days
- Assist in implementing human resource plan and personnel management policies and procedures.
- Supervise cleaning for both Ascent Limited and HDI Marketeers Ltd

Procurement and Stocks Control Intern; Karirana Estates Ltd, January 2014 – April 2014;

Duties and Responsibilities:

- In this position I was tasked with planning, control and monitoring of all inventories in the organization
- Liaised with Accounts department and ensured payment of suppliers within the agreed credit period
- Managed to expedite orders from suppliers thus ensuring on time deliveries as stipulated in the Local Purchase Order and this eliminated stock outs in the organization
- Managed to prepare monthly receipts and consumption of inventory and used the data to analyze variances and reconcile the monthly statements
- Performed general office duties which included maintaining proper documentation and filing

Volunteer Researcher; Uwezo Initiative, Nairobi, March 2013;

Duties and Responsibilities:

- Managed to collect data in 20 households and 1 public primary school in 3days
- Collaborated with a team where one of the volunteers did not show up and assisted in data collection
- Analyzed the data collected and made recommendations to head teachers and guardians on ways to improve on the children's education

TRAININGS ATTENDED

- **Kenya Revenue Authority iTax training, Nairobi, 24th March 2016**
- **Career Accelerator Trainee, SPIRE, Nairobi, February 2015 - March 2015**
An intensive program that bridges the gap between graduates and employers by providing the technical and soft skills needed to give recent graduates a competitive edge in the work place

MEMBERSHIP

- Member of Association of Women Accountants of Kenya

REFEREES

Muthoni Muigai

Lead coach

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