

WINIFRED MUMBUA MWEU

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Mombasa, Kenya

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Email : Winfred.mweu@yahoo.com
Date of Birth : 22nd April, 1987
Nationality : Kenyan
Gender : Female
Religion : Christian
Language : English, Kiswahili

CAREER OBJECTIVES

- To build up career through hard work as I work with a first team and extract my skills and ability to my highest potential in a challenging environment.
- To contribute towards organizational goal.

CAREER PROFILE

- Member of ICPAK.
- Show merit and ability in work performance.
- Bookkeeping skills.
- Strong Planning & organizational skills that balance work in timely & professional manner.

EXPERIENCE

November 2015 – To Date :Worked at Severin Sea Lodge Ltd .As Accounts

Assistant

Responsibilities & Achievements

- Processed supplier payments & maintained creditor records.
- Inventorycontrol/issues postings & monthly stock takes.
- Daily account statement reconciliation & mantainance of cashflow.
- Filing of returns in itax(PAYE,VAT,withholding tax & instalment tax)
- Debtors invoicing & follow ups

February 2015-November 2015:Accounts Assitant at Kisauni Joinery

Duties and Responsibilities

- Daily posting & payment of suppliers.
- Preparation of financial reports.
- Invoicing & debtors follow up.
- Daily account reconciliation & mantainance of cashflow.
- Inventory control.

January 2013 – December 2013: Worked at Damco Logistics (part of A.P moller Maesrk group) as assistant accountant

Duties and Responsibilities

- Reviewed procurement documents and invoices for accuracy
- Prepared routine and posted financial transactions.
- Reconciled intercompany billings

September 2010 – January 2013 : Worked at Severin Kenya Ltd As Accounts Assistant/F.O Cashier

Responsibilities & Achievements

- Reconciled various expenditure reports to source documents.
- Checked night audit for accuracy.
- Debtors invoicing & follow ups.
- Supplier invoice control.

June 2010 - September 2010: Internship at Severin Kenya Ltd

Responsibilities & Achievements

Trained in all accounting departments (payables, receivables & financial reporting)

EDUCATIONA BACKGROUND

July 2011 – Dec 2012:Vision Institute of Professionals:CPA part III

July 2009 – June 2010:Vision Institute of Professionals:CPA Part II

July 2008 – June 2009:Vision Institute of professionals:CPA Part I

2001- 2004 : St. Josephs Girls High School:KCSE Grade B- (Minus)

COMPUTER SKILLS

Ms Window, Word Excel, Ms. Access, Power Point, Quick Books & Sage, Internet & e-mail, Outlook,Fidelio,Opera,Filosof & material control.

REFEREES

1. Joshua Wambua
Chief Accountant
Severin Sea Lodge
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2. Sospeter Kaka Mwanja
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3. Andrew Talam
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