

NATALIA ACHIENG ONG'ARE
P. O BOX 35211-00200 NAIROBI, KENYA
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PERSONAL DETAILS

Date of Birth: 1st November 1988
Gender: Female
Marital Status: Married
Religion: Christian
Languages: Fluent in English and Kiswahili

EDUCATION PROFILE

Aluor Girls Secondary School

Kenya Certificate of Secondary Education (K.C.S.E.) Jan 2003 – Dec 2006
C+ (Plus)

PROFESSIONAL COURSES

Certified Public Accountant (CPA) – CPA (K)	Vision Institute of Professional Studies	Jan 2008 – Dec 2015
Diploma in Human Resource Management	Kenya Institute of Management	Jan 2011 – Nov 2012
Basic Computer Skills/Computerized Accounts Packages	IAT	2007

WORK EXPERIENCE

PKF KENYA LTD

Nairobi, Kenya

Accounts Associate

Apr 2014 – Jun 2016

- Establishing and ensuring compliance with processes and controls for secure financial systems, including establishing procedures for properly approved payments/ procurement;
- Ensuring compliance with tax regulations in Kenya and other relevant countries in coordination with the KPMG tax department;
- Maintenance of appropriate financial books and records;
- Maintenance of assets including the petty cash and cash at bank, including regular reconciliations, and insurance of assets and maintenance of the fixed assets register;
- Preparation of the annual budget, cash flow and Management Financial Accounts(MFA);
- Avail the Budget to Actuals reports on monthly basis and discuss deviations with the budget holders
- Ensuring costs are appropriately reviewed and controlled, and suppliers are paid in a timely manner; and
- Liaising with auditors and statutory bodies on any financial matters concerning AECF.

COMP-RITE KENYA LTD

Nairobi, Kenya

Accounting/ HR Assistant

Jan 2013–Mar 2014

- Audited accounts and prepared final audited accounts.

- Prepared and remitted VAT to KRA.
- Prepared & remitted PAYE to KRA;
- Filed Annual Returns.
- Carried out bank Reconciliations.
- HR/ Administrative duties.
- Tracking debt collection

STATE LAW OFFICE / GEO SCOPES ENTERPRISES

Nairobi, Kenya

Accountant / Auditor Intern

Jan 2009 – Dec 2012

Accountant Duties

- Undertook book keeping and accountancy for clients using QuickBooks and Navision accounting software.
- Prepared monthly management accounts for assigned clients.
- Prepared monthly Cash flow Statements, Trial balances Balance Sheet and profit and loss Accounts.
- Prepared and filed statutory returns for PAYE, NSSF, NHIF and VAT.
- Administered Clients' Payroll.
- Prepared clients' accounts for interim and final audits.
- Undertook Fixed Asset Management.

Auditor Duties:

- Audited Sole proprietorships, Limited Companies and Partnerships and prepared audit working papers.
- Ensured clients' compliance with the appropriate standards, laws and regulations.
- Reviewed, tested and evaluated the adequacy of clients' systems of accounting, internal controls and recommended improvements from the audit.
- Prepared audit schedules and final audited accounts.
- Carried out stock takes.

FLANIS INTERNATIONAL LTD

Nairobi, Kenya

Accounting/ Administrative Assistant

Jan 2007 –Dec 2008

- Audited Accounts and prepared final audited accounts.
- Prepared and remitted VAT to KRA.
- Prepared & remitted PAYE to KRA.
- Filed Annual Returns;
- Carried out bank Reconciliations.
- Administrative duties.

ADDITIONAL INFORMATION

KEY SKILLS

- Experienced in handling accounts payable reconciliation and negotiating supplier's issues.
- Highly competent in management reporting covering end month and quarterly financial performance reporting thus enhancing management decision making.
- Skilled in cash flow, projected cash flow and Budget preparation as well as undertaking variance analysis.
- Competent in preparation of business performance analysis deck to show an overview of performance.
- Experienced in financial reporting covering final accounts preparation, analysis as well as preparation for external audit and implementation of audit reports.
- Skilled in undertaking financial modeling and analysis.
- Expert in tax management covering VAT, PAYE and Withholding tax and filing returns using i-tax.
- Skilled in undertaking financial controls based on company policy and accounting standards.
- Expert in reconciliation of bank position, account receivables as well as general ledger management.
- Knowledgeable in use of SAP.
- Expert in use of sage pastel, quick books and advanced excel.
- Knowledgeable in setting up of financial systems as well as developing the IT needs of a finance department.
- Proficient in use of MS Word, MS Power point and Internet.
- Endowed with the ability to motivate and lead a team to find fulfillment in their work

KEY ATTRIBUTES

- Impeccable numerical and analytical skills.
- Creative thinker with an exceptional ability to offer practical financial solutions.
- Integrity and good personal organizational skills.
- Team player with an ability to lead a team to achieve set targets.

HOBBIES AND SPORTS

- Reading inspirational books.
- Travelling.
- Cooking.
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REFERENCES:

Ms. Lydia Wambui

Human Resources Manager
PKF KENYA LTD
Tel: 0727 884 210

Mrs. Grace Nzula

Accountant
Panesar Kenya LTD
Tel: 0721 442 223

Ms. Purity Miriti

Accountant
State Law Office
0725 525 819