**LEAH WAMBUI MATHAI**

**Postal address: 30815-00100 Nairobi

Mobile: 0797541497(Personal) / 0720 872 771(Lucy)**



NAME : Leah Wambui Mathai

DATE OF BIRTH

:

19/01/1991

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| CELL PHONE | : | 0797541497 or 0720872771 |

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| EMAIL : **l** | **eamathai@gmail.com** |

MARITAL STATUS : Single

NATIONALITY : Kenyan

LANGUAGE PROFICIENCY : Eng lish, Swahili



A Bachelor Of Commerce (Finance)Graduate with over a year of post qualification professional experience in the areas of Financial Accounting ,Financial Management, Cost Accounting, Internal Auditing and financial analysis where I posses knowledge in maintaining a good financial internal control system.



**Year Company Position**

**Jan 2017 to Jan 2018 NEW KCC Accounts Assistant**

**New KCC** -is a large employee based organization-Nairobi based dairy processor being the largest from its branches. I reported to the Chief Accountant.

**Principal Responsibilities**

* Review, sort and match invoices to supporting documentation (authorized purchase orders and proof of receipt/goods receipt note) and process cheque/payment requests.
* Code invoices and post accurately to the relevant expenditure account and cost centre. ✓ Prepare and process accounts payable cheques, wire transfers and direct debit payments.
* Reconcile all supplier accounts at the end of each month Reconciling items to be sorted out by the 15th day of the following month.
* Monitor accounts to ensure payments are up to date and communicate/negotiate potential delays ensuring no disruption of organizational production process.
* Research supplier requests for payment and resolve invoice discrepancies, where applicable.
* Maintain proper filling vendor files ensuring 100% problem free retrieval process.
* Accumulate and validate overhead costs as required by generally accepted accounting principle ✓ Issue reminders to suppliers regarding uncollected cheques.
* Take full charge of VAT returns and VAT Claims.VAT claims to be filled within 2 days before deadline.
* Participate in audits by various taxation authorities and coordinate outsourced tax preparation work.



* Review bank accounts check balances against ledger amounts and verify that the amounts match with the financial statement items like asset, liability, expenses and revenues, thus identifying all reconciling items. ✓ Ensure cash and cheques receipted are banked immediately
* Ensure monthly accurate reconciliation of the following GL accounts
* Inter-company accounts
* Insurance Premium Finance
* Short term and long term loans
* Forecast and ensure sufficient funds are available to meet ongoing operational, capital investment requirements, maturing import letter of credit and standing orders.
* Develop strong internal controls for effective and efficient running of treasury functions.
* Negotiate a favorable exchange rate for foreign exchange transaction and maintain banking relationships.
* Develop hedging strategies to manage exchange difference.
* Assist team leader to manage corporate finance and maintain corporation tax compliance.
* Manage petty cash float, pay approved vouchers and reconcile the same daily.
* Ensure all transactions for the day are posted accurately into the QuickBooks before close of business daily.
* Ensure safe custody of cheque books, cash office stamps, bank log in tokens and any other document.
* Prepare financial management reports (reconciliation, imprest, salary control, unpaid cheque, unknown deposit).
* Prepare schedules of internal and external auditors as required.
* Keep abreast with developments in the treasury/reconciliation field in order to add value.
* Submit a monthly report by the 5thday of the following month.



**Year Institution Qualification**

2010 -2013 KCA University Higher diploma in business management (abe-uk)



2014-2016 Mount Kenya University BCOM[Finance option]- Second Class-Upper Division

2005-2008 Huruma Girls High School Kenya Certificate of Secondary Education-C-

**Endowed with:**



- High level of honesty, integrity and professionalism

- High degree of self-motivation

- Confidence and focus

- Personal integrity

- High degree of adaptability

- Effective team player





* Preparation of books of accounts from books of original entry to final accounts



* Ability to apply both International Accounting Standards ( IAS) and International Financial Reporting Standards (IFRS)
* Ability to generate and interpret various financial reports from accounting software’s such as SAP, I Scala , Navison and QuickBooks
* Good interpersonal, organizational and consultative skills, including the ability to communicate to a variety of clients.
* Well conversant with Ms Office, Quick books and iTax.
* I have a high degree of professionalism and I consistently approach work with an energetic, positive and constructive attitude.

8 ● Ability to mentor, assist and develop fellow staff.



**Hobbies:** Traveling, Socializing and Advancing knowledge.

**Availability:** Anytime



1. Hillary Ngetich

Depot Manager

New Kenya Cooperative Creameries

P.o.Box 30131-00100 GPO, Nairobi.

Mobile: 0723 792 955

1. Mr. Peter Ajouga Former Senior

Accountant

New Kenya Cooperative Creameries

P.o.Box 30131-00100

GPO, Nairobi.

Mobile: 0725 811 734/0743052201

1. Ms.Pauline Nyagutu

Deputy Chief Land Registrar

Ministry

Of Lands and Physical Planning

P.o.Box 2593-001,GPO Nairobi.

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