**LEAH WAMBUI MATHAI**

 **Postal address: 30815-00100 Nairobi**

**Mobile: 0710701035/ 0720 872 771**

**1. PERSONAL DETAILS**

NAME : Leah Wambui Mathai

DATE OF BIRTH : 19/01/1991

CELL PHONE : 0720701035 or 0720872771

EMAIL : **leamathai@gmail.com**

MARITAL STATUS : Single

NATIONALITY : Kenyan

LANGUAGE PROFICIENCY. : English, Swahili

**2. SUMMARY**

A Bachelor Of Commerce (Finance)Graduate with over one 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 by ensuring compliance is met at all costs.

**3. WORK EXPERIENCE**

**Year Company Position**

**Mar 2017 to Nov 2017 NEW KCC Accounts assistant**

**Jan 2018 till Now Self employed Bookkeeping for small businesses.**

 **Freelance writing for finance**

 **Articles and journals.**

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

I reported to the Senior 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.
* 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.
* 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 SAP ERP 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, imp-rest, 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 5th day of the following month.

**4. PROFESSIONAL QUALIFICATIONS**

**Year**  **Institution** **Qualification**

2010-2013 KCA University Higher diploma in business management (ABE-UK)

**5. ACADEMIC QUALIFICATIONS**

2014-2016 Mount Kenya University BCOM {Finance Option}Second Class-Upper Division

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

**6. PERSONAL ATTRIBUTES**

**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

**7. SKILLS SUMMARY**

I have skills in the following areas:

* 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 ERP and QuickBooks
* Good interpersonal, organizational and consultative skills, including the ability to communicate to a variety of clients.
* Well conversant with Ms Office.
* I have a high degree of professionalism and I consistently approach work with an energetic, positive and constructive attitude.
* Ability to mentor, assist and develop fellow staff.

**10. OTHER RELEVANT INFORMATION.**

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

**Availability:** Anytime

**11. REFEREES**

1. Hillary Ngetich

 Depot Manager

 New Kenya Cooperative Creameries

 P.o.Box 30131-00100 GPO,

 Nairobi.

 Mobile: 0723 792 955

2. Mr. Peter Ajouga

 Former Senior Accountant

 New Kenya Cooperative Creameries

 P.o.Box 30131-00100 GPO,

 Nairobi.

 Mobile: 0725 811 734/0743052201

3. Ms.Pauline Nyagutu Murithia

 Deputy Chief Land Registrar

 Ministry Of Lands and Physical Planning

 P.o.Box 2593-00100 GPO

 Nairobi.

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