

LEAH WAMBUI MATHAI

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1. PERSONAL DETAILS

NAME : Leah Wambui Mathai
DATE OF BIRTH : 19/01/1991
CELL PHONE : 0797541497 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 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.

3. WORK EXPERIENCE

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 filing 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 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-

Endowed with:

6. PERSONAL ATTRIBUTES

- 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

- 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.
- Ability to mentor, assist and develop fellow staff.

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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
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