

# MAUREEN WANJIRU MWANGI

Accountant

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## SUMMARY

A Certified and qualified Accountant with 13+ years of experience maintaining accurate accounting information and books, reconciling accounts, drafting reports and managing organization tax obligations. Familiar and proficient in accounting standards, GAAPs, IFRS, laws and procedures governing business operations, tax filings and regulatory compliance. Leverages accounting expertise, resourcefulness and diligence to make positive impact on business operations. An industrious and meticulous professional exercising integrity and reliability to deliver on the expected outcomes and exceed targets.

## CORE COMPETENCIES

### Skills:

Accounting & Book Keeping Financial Management & Reporting

Financial Analysis & Planning Reporting & Presentation

Statements & Accounts Reconciliation Data Analytics

Leadership & Team Management Customer Relations & Service

### Tools:

Microsoft Suite [Dos, Windows, Word, Excel, Access]

Quick Books Sage Pastel

## EXPERIENCE

### Accountant I

GDC Sacco - Githunguri

01/2015 - Ongoing

#### Key Deliverables:

- Filed the Sacco's tax obligations, excise duty, withholding tax, income tax, corporate tax accurately on a monthly basis.
- Reconciled various Society accounts including Coop Bank current account, KCB Bank Current account and M-pesa accounts.
- Conducted agency duties for all Sacco accounts and ensured accuracy, completeness and integrity of cash operations.
- Reconciled GL accounts and ensured accurate posting of transactions to their respective ledgers.
- Posted fixed deposits and call deposit Interest and managed Mpesa, KPLC token and Spot cash float for all branches.
- Reconciled members' accounts and posted incomplete Spot cash transactions.
- Facilitated the completion of tasks originated by other officers in the department through maker checker authentication.
- Compiled Sasra monthly returns and submitted them to the Finance Manager.

## EDUCATION

### CPA PART I, II & III

Vision Institute of Professionals

07/2006 - 06/2009

### KATC I & II

Dima College

01/2005 - 06/2006

## CERTIFICATION

### Certified Public Accountant (CPA-K)

Kenya Accountants & Secretaries National Examination Board (KASNEB)

## TRAINING / COURSES

### From Vision to Action: Winning Through High Performing Teams

Silikon Consulting Group Limited | 7th February 2021

### Strategic Plan Review 2020-2022: A Disruptive Turn Around Strategy for Sacco Growth and Service Excellence

Silikon Consulting Group Limited | 11th - 15th January 2021

### Accountants Value in the Value Chain (Financial Reporting)

Synergy Financial Advisory | 13th April 2019

### Saccolink Reconciliation Course

Co-op Consultancy and Insurance Agency | 28th - 30th August 2018

### Forensic Audit, Fraud and Risk Management Seminar

KUSCCO Limited | Co-operative Education and Training | 21st April 2016

### Saccolink Reconciliation and Dispute Resolution Forum

Co-Op Consultancy Services Limited | Cerative Bank Management Centre | 7th - 9th July 2015

### Credit and Debt Management

Co-op Consultancy and Insurance Agency Limited | 16th November 2014

## EXPERIENCE

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### Part - Time Accountant (Online & Remote)

[Schutter Energy](#)

📅 01/2015 - 08/2015

#### Key Contributions:

- Reconciled all the Accounts in Lipisha system, CBA Kshs, CBA Euros and CBA Dollars.
- Prepared all statutory deductions, filed returns and maintained stock levels.
- Maintained Kiva loan status and submitted repayment schedules online.
- Prepared the payroll through Xero pay run system and processed all payments via online banking.

### Credit Officer

[GDC Sacco - Githunguri](#)

📅 02/2014 - 12/2014

#### Key Contributions:

- Appraised, approved and disbursed loans.
- Confirmed guarantors and oversaw share withdrawals.
- Placed standing orders and prepared monthly report of disbursed loans.

### Teller

[GDC Sacco - Githunguri](#)

📅 03/2013 - 01/2014

#### Key Contributions:

- Deposited and withdrew cash for customers.
- Paid members loans and shares in cash on member's request.
- Enhanced awareness and patronage of Sacco products and services through potential client engagement.
- Reconciled all transactions at the end of each business day and prepared required reports.
- Handed over the cash closing balance and report to the Operations Manager.
- Captured photos and linked them to the system.

### Assistant Accountant - Part-Time

[Regenesis Limited](#)

📅 09/2012 - 02/2013 📍 Nanyuki, Kenya

#### Key Contributions:

- Posted payments and bills.
- Liaised with creditors and debtors
- Reconciled accounts and prepared financial reports.

### Accountant

[Work & Talk Communications Limited](#)

📅 05/2009 - 12/2010

#### Key Contributions:

- Processed financial information in General Ledger and prepared monthly financial analysis and reports as required by management.
- Prepared various statutory reports and ensured timely filling with the relevant authorities.
- Made purchases from Safaricom, conducted monthly stock taking and reconciled accounts.
- Raised invoices to customers and collected debts.
- Maintained petty cash and filed documents.

## LANGUAGES

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English

Native 

Swahili

Native 

## STRENGTHS

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### Accounting and Leadership Prowess

A transformative team builder and team player with extensive knowledge in accounting principles, concepts and techniques and with ability to assemble teams from scratch to drive and effect change internally and externally.

### Organized & Systematic

Orderly, analytical and keen on details and accuracy thus easily meets deadlines and points out issues that can have negative impacts on outcomes.

### Adaptability & Flexibility

Possess the ability to learn and adapt to new environments and situations very quickly.

### Strong Communication and Interpersonal Skills

Equipped with savvy verbal, writing and presentation skills that are crucial in information compilation and conveyance. Very good analytical, interpersonal & management skills.

## PASSIONS

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Reading

Charitable Work

Travelling

Socializing

## REFERENCES

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### [Johnson Thuo Kamau](#)

Chief Accountant | Nyoro Construction Ltd  
Email: [kjohnsonthuo@yahoo.com](mailto:kjohnsonthuo@yahoo.com)  
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### [Simon Wandina Kabiro](#)

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### [Damaris Wanjiku Ngigi](#)

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