**Mary Nyambura Kabati**

P.O Box 72029, Thika ⏐0725 465 614, 0721 459 128⏐mnyambura\_2006@yahoo.com

***ICPAK NO. ASSOC/3537***

**Career Profile**

Accounting professional with CPA (K) qualifications, Pursuing Undergraduate(BCOM); I have supervisory skills and accounting department management experience. I am able to use my experience, education and skills to manage any accounting department, improving visibility and ensuring timely and accurate financial reports and statements.

**Key Skills**

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| --- | --- |
| * Proficiency in QuickBooks, Myob/ Accounting Edge and Ms. Office Suite * Cash Management/Bank Reconciliation * Payroll * Budgets and Forecasting * Intercompany Accounting * Inventory and Supplier Management * Fixed Asset Management | * Accounting Department Management and Supervision * Financial Statements and Reports * Accounts Payable and Receivables * Petty Cash Management * Taxation * Audit Management * Policies and Procedures |

**Work Experience**

**Head of Finance**

**Panesar Kenya- Group of Companies, August 2020-Current**

Reporting to the Director and Leading Panesar’s Group Finance Department.

* Cashflow Management
* Budgets and Forecasting
* Payables and Receivables Management
* Internal and Statutory Audits
* Payroll and Statutory Processing
* Intercompany Reconciliation
* QuickBooks and Bank Reconciliation
* Taxation
* Finance Pillar Strategic Plan Implementation

**Senior Accountant, July 2016 to May 2019**

**Pwani Feeds Limited, Thika**

*Reported to the director and worked for an animal feeds manufacturing company, I was oversaw and managed the accounting department*

* Managing and supervising a team of eight accountants, ensuring timely processing of financial transactions and financial reports
* Preparing and recording asset, liability, revenue, and expense entries by compiling and analyzing account information
* Managing the accounts payables and receivables department ensuring accurate and timely records
* Reconciling all bank and intercompany accounts and making adjusting entries
* Managing and overseeing inventory and stores
* Creating and implementing accounting related policies and procedures
* Managing petty cash ensuring proper policies and processes are in place
* Managing all intercompany transaction ensuring accuracy
* Preparing and presenting periodic financial statement and reports to management
* Managing and preparing budgets, forecasts and related reporting
* Managing the periodic audit process
* Managing the processes and payments of all national government and local authority obligations ensuring compliance and timely payments
* Asset management and accounting including related reporting
* Management of the payroll process ensuring timely and accurate payments
* Facilitating all supplier related payments and logistics

**Accountant, August 2007- to June 2016**

**Primetime Group of Companies (Ol Moran Camp Pelican Hotel and Primetime Safaris), Karen**

*Reporting to the director and working for a hotel management company, I was responsible for capturing and recording all financial transactions*

* Compiled and analyzed financial information for preparation of monthly/annual financial statements
* Ensured all financial records were maintained in compliance with accepted standard/organization policies and procedures
* Ensured all financial reporting deadlines were met
* Resolved accounting discrepancies and irregularities
* Managed and supported budgetary and forecast activities including related reporting
* Monitored and supported taxation issues and ensured accurate and timely payments
* Prepared and coordinated the end year financial audit process
* Managed the fixed asset register and ensured accurate updates on a monthly basis
* Managed the payroll process ensuring accurate and timely payments
* Reviewed all returns/imprests from the field and ensured they were in line with approved budgets
* Reconciled all bank accounts and made adjusting entries
* Supervised reservations of ol moran tented camp /pelican lodge and tour consultancy

**Assistant Accountant, January 2003 to May 2007**

**Kenya Railway Workers Union, Nairobi**

*Reporting to the accountant assisted in all accounting related reporting and transaction capturing*

* Assisted the accountant and assumed all related responsibilities in his absence
* Prepared and maintained the books of accounts
* Managed cash including daily bank runs for deposits and related reporting
* Reconciled bank accounts and made adjusting entries
* Managed the overall collection of funds from the union building (rents)
* Advised management on proper usage of funds

**Educational Background**

**Certified Public Accountant (CPA-6),** 2001-2012

**Kenya Certificate of Secondary Education (K.C.S.E.) B-,** Gitugi Girls High School, 1997-2000

**Kenya Certificate of Primary Education (K.C.P.E.),** Maranjau Primary School, 1987-1996

**Referees**

Bethuel Mukoya,

Administrator,

Pwani Feeds Limited,

Box 72029,

Nairobi .

0722624477

Mrs.Mary Mburu,

Director,

Primetime Group,

Nairobi .

0722774907

Mr. Njue Mugo,

External Auditor,

Primetime Group,

Nairobi.

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