**Francisca Wairimu Wambui**

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**PROFESSIONAL SUMMARY**

Highly resourceful, flexible, innovative and enthusiastic accountant. My core and competence areas of interests are Management accounting and reporting {support and performance}. Organizational/ Sectional planning and administration. Financial and cost accounting. Internal audit. Statutory and external financial reporting. Excellent people skills and work ethics. Networking and partnership building. Team player and builder.

**EDUCATIONAL BACKGROUND**

UNIVERSITY: Kenya Methodist University

DEGREE COURSE: Bachelor of Business Administration- Accounting and Finance

UNDERGRADUATE UNIVERSITY EDUCATION: Vision Institute of Professional

COURSE: Certified Public Accounts Part 1 {section 1&2}

**EMPLOYMENT HISTORY**

**August 2011-July 2016: Accounts Manager**

**GK Banking Agencies:** In charge of all financial processes in the agency

 Giving advice and guidance and support on all financial matters to the company director.

Ensuring all financial control for the agencies are met and adhered to all the times.

In charge of managing and supporting the ledger team.

Identifying areas for cost cutting and improvement.

**June 2009-July 2011: Accountant**

**Lighting Solutions Ltd:**  Credit control to ensure timely collection of debts

 Maintain up to date records of all company records

 Ensure statutory payments are done on time.

 Reconcile clients’ accounts to verify accuracy transactions

Carry out costing of all business transactions to ensure profitability as per the company markup policy.

**2008- October 2009: Accounts Assistant**

**Hunter profile Ltd:**  Received payments and ensured timely banking

 Bank reconciliation for all bank statements

Prepared payroll for staff

Perform any other duties assigned from time to time by management

**REFEREES**

**Ng’ang’a G.K Lawrence:** Architect

Banking Agencies Tel: 0722 322 680

**James Murigi Mwangi:** Chief Accountant

Lighting Solutions Ltd Tel: 0722 264 767