



# Francisca Wairimu Wambui

📍 Dubai  
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## Languages

### English

### Swahili

## References

### Ng'ang'a G.K Lawrence

Banking Agencies : Tel: 0722 322 680

### James Murigi Mwangi

Lighting Solutions Ltd

Chief Accountant : Tel: 0722 264 767

## 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.

## Experience

### GK Banking Agencies

2011 - 2016

Accounts Manager

Nairobi

- 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.

### Lighting Solutions Ltd

2009 - 2011

Accountant/ Administration

Nairobi

- 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.

### Hunter profile Ltd

2008 - 2009

Accounts Assistant

Nairobi

- 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

## Education

### Kenya Methodist University

Degree

Bachelor of Business Administration- Accounting and Finance

### Vision Institute of Professional

Accounting

Certified Public Accounts Part 1 {section 1&2}