

# ZERU KAWON KIRUI

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## Professional Summary

A Keen and responsible accounting professional with broad experience in compiling and analyzing financial information including monthly and annual accounts and also ensuring financial records are maintained in compliance with accepted policies, procedures and statutes. I am looking for an Accounting/middle level management position where I can consistently and effectively deliver accounting/management services that will enhance the company's purpose and profitability.

## Skills

1. BUSINESS ACUMEN: Strategic-thinking, organization, financial management, financial reportinganalysis, advanced modeling, & planning, effective use of resources and revenue generation.
2. ACCOUNTING TECHNOLOGY SKILLS: Advanced Excel, data knowledge of Quick Books.
3. COMMUNICATION SKILLS: Able to communicate with other roles in the company. Be it presentation of reports or through email communication.
4. LEADERSHIP QUALITIES: Ambitious self-starter who can develop new insights, manage projects, offer corporate governance and motivate and engage team members to achieve strategic goals.
5. Payroll processing and management.
6. Statutories - NSSF, NHIF & PAYE - filing and remittance

## Experience

### Senior Accountant

01/2022 to Current

**North Rift Valley of Seventh - Day Adventists** – Kitale, Trans-Nzoia, Kenya

- Work with the CFO to prepare budget estimates for the organisation

annually.

- Ensure that the organisation's budgets are adhered to.
- Checking and counter-checking the work of other accountants.
- Supervise the work of messenger, cleaners, grounds man, and other casual workers.
- Prepare financial statements and present them to the governing body on monthly basis.
- Ensure the maintainance and proper functioning of the accounting systems - SunPlus, Payroll software and computer networks.
- Maintain the organisation's asset register and reconcile it with the fixed asset schedules regularly.
- Conduct regular inventory.
- Verify all incoming and outgoing Memos.
- In -charge of all insurance matters.
- Secretary to the procurement committee and finance review committee.
- Supervising the operations of the petty cash and approving petty cash payments.

**Cash Accountant**

07/2019 to 12/2021

**North West Kenya Conference of Seventh - Day Adventist** – Webuye, Bungoma, Kenya

- Preparing the payments of employees and presenting detailed information to concerned parties.
- Posting bank payments on time and accurately.
- Ensuring that all the payments are for goods or services received by the organisation.
- Maintain strict confidentiality of sensitive employee and company information at all times.
- Adduce authentic vouchers and clear supporting documents.
- Prepare statutory returns - NSSF, NHIF and PAYE.
- Custodian of all current cheques.
- Reconcile supplier accounts on a monthly basis.
- Reconcile all statutory deduction accounts regularly.

**Business Manager**

02/2018 to 06/2019

**Kabarnet SDA Academy** – Kabarnet, Baringo, Kenya

- Advise the Head teacher and Management on investment and financial

policy, preparing appraisals for particular projects and responsible for the development of a long term financial strategy for the future development of the Academy.

- Working with the Finance committee, prepare for approval by the Head teacher and Management the annual estimates of income and expenditure.
- To obtain agreements of budgets and to monitor accounts against budgets.
- To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the management accordingly.
- Responsible for the management of the Academy accounting function, ensuring its efficient operation according to agreed procedures.
- Responsible for the procurement processes, policies and activities within the Academy and ensuring these meet the relevant standards.
- Monitor the financial effects of appointments of teaching and support staff and other staffing matters.
- To oversee Academy insurance arrangements.
- Filing and submitting of statutory.
- Monthly payroll preparation and timely pay to employees.
- Oversee the maintenance of the Academy's site and buildings, and the efficient operation of all facilities on the property.

#### **Accounts Intern**

01/2018 to 01/2018

#### **Greater Rift Valley of Seventh-Day Adventists – Eldoret, Uasin Gishu, Kenya**

- Analyse and reconcile selected balance sheet and income statement accounts that relate to employees.
- Post trust fund reports.
- Prepare charges for interest on personal account balances and on loan balances.
- Post Memos from higher and subsidiary organisations.
- Prepare bank reconciliations.
- Process payment requests.

#### **Hotel Supervisor**

03/2017 to 12/2017

#### **Dallas Inn – Narok, Narok, Kenya**

- Oversee daily operations of the hotel, including front desk activities, room

assignments, and guest services to ensure customer satisfaction.

- Manage and schedule staff across various departments such as housekeeping, maintenance, and food services to ensure optimal staffing levels and service quality.
- Implement and enforce hotel policies and procedures to maintain operational standards and compliance with regulatory requirements.
- Handle guest complaints and issues promptly and professionally to resolve problems and maintain high levels of guest satisfaction.
- Monitor hotel inventory and supplies, placing orders or requisitions as needed to ensure all departments are adequately stocked without exceeding budget constraints.
- Coordinate with the marketing and sales team to develop promotional strategies and packages to increase hotel occupancy and revenue.
- Review and analyze financial reports, including budgeting and forecasting, to make informed decisions on cost control and revenue enhancement.
- Oversee the maintenance and upkeep of hotel facilities and equipment, scheduling repairs and renovations to ensure the hotel remains attractive and functional for guests.

## Education

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**CPA:** CPA

Dec 2021

**KASNEB** - Eldoret , Uasin Gishu, Kenya

CPA Section IV Finalist.

Currently ongoing..

**Higher Diploma:** Human Resources Management

Nov 2019

**North Rift Institute of Management Studies** - Eldoret , Uasin Gishu, Kenya

- GPA - 3 ( Credit)

**Bachelor of Business Management** : Accounting

Nov 2018

**Maasai Mara University** - Narok , Narok, Kenya

- GPA - Second Class - Upper Division.

**Diploma:** Cooperative Management

Nov 2014

**Chesters Institute of Science and Technology** - Eldoret , Uasin Gishu, Kenya

- GPA - 3 - Credit.

**Kapsokwony High School** - Kapsokwony , Bungoma, Kenya

- B+ (Plus) - 69 Pts.

## **Languages**

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**English**, Conversational

Excellent written and spoken language

**Swahili**, Conversational

Nina ufasaa katika mazungumzo na uandishi kwa lugha ya Kiswahili

## **Referees**

1. Prof. Rei Towet Kesis,  
Principal, Kamagambo Adventist College,  
P.O. Box 591-40200,

Kisii.

0721712618

2. Pr. CPA Boaz Ouma,  
Treasurer, West Kenya Union Conference,  
P.O. Box 7747-40100,

Kisumu.

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3. CPA Amos Songa  
Treasurer North Rift Valley Field,  
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