

RAHAB JELAGAT KIBET

+254724 475 406/ +254737 126 935 | rahabkibet@gmail.com

PROFESSIONAL ACCOUNTANT | ADMINISTRATION SPECIALIST

PROFESSIONAL SUMMARY

- Experienced and detail-oriented accounting and administration specialist with over 7 years of proven expertise in financial reporting, tax compliance, payroll processing, and inventory management. Skilled in leveraging financial insights to minimize costs and improve profitability while ensuring strict adherence to organizational policies.
- Proficient in financial analysis, accounting cycles, and administrative support, with hands-on expertise in managing budgets, cost management, client communication, and accounts reconciliation. Known for integrity, attention to detail, and a commitment to excellence in all financial operations.
- Dynamic and resourceful finance professional with proven experience in client communication, bookkeeping, GAAP compliance, and ledger management. Highly skilled in utilizing QuickBooks and other financial software to streamline reporting and support organizational efficiency and sustainability.

AREAS OF EXPERTISE

Financial Reporting | Accounting Cycle Management | Budget Preparation and Monitoring | Tax Compliance and Filing | Payroll Processing | Cost Management and Analysis | Inventory Management | Accounts Receivable Monitoring | Financial Advisory and Planning | Accounts Payable Oversight | Client Communication and Relationship Management | Bookkeeping and Ledger Management | Cash Flow Monitoring and Reconciliation | Proficiency in QuickBooks | GAAP (Generally Accepted Accounting Principles) Compliance | Financial Forecasting | Administrative Support and Coordination | Strategic Financial Planning | Tax Law Compliance and Research |

WORK EXPERIENCE

ACCOUNTANT /ADMINISTRATION ASSISTANT

2019 – Present

Florencia Blooms Limited

- Prepared comprehensive financial reports and managed the entire accounting cycle, including gathering necessary information, preparing documents, finalizing reports, and closing books on time.
- Developed budgets and financial forecasts, monitoring financial performance against budgeted targets to ensure organizational financial stability.
- Ensured tax compliance by adhering to all applicable tax regulations, filing timely tax returns, and staying informed on changes in tax laws that may impact the business.
- Conducted cost analysis related to production and distribution processes, identifying opportunities to reduce costs and improve operational efficiency.
- Managed inventory by ensuring accurate valuation, performing physical counts, and monitoring inventory levels to optimize operational planning.
- Monitored the status of accounts receivable and accounts payable to maintain smooth cash flow and timely processing of financial obligations.
- Processed payroll accurately and on time while adhering to financial policies and ensuring compliance with labor laws and company standards.
- Coordinated office activities and streamlined administrative operations to foster productivity and strict compliance with organizational policies.
- Reviewed financial transactions and resolved discrepancies to ensure accuracy and proper accounting standards were consistently maintained.
- Assisted in financial decision-making by preparing reports and performance analyses to evaluate trends, identify risks, and propose strategic improvements.

- Maintained accurate and up-to-date bookkeeping for company clients, ensuring all financial records were detailed and compliant with relevant standards.
- Communicated effectively with clients regarding payment schedules, ensuring they were informed and financial ledgers remained accurate.
- Prepared and filed statutory deductions for clients, ensuring compliance with government regulations and timely submission of all required documentation.
- Handled a wide range of clerical tasks efficiently, supporting administrative processes and ensuring smooth daily operations for the organization.
- Monitored cash flow, conducted regular reconciliations, and ensured the accuracy of financial transactions for timely reporting.
- Responded to client queries in a professional and prompt manner, resolving concerns while maintaining strong client relationships.
- Prepared quarterly financial reports to provide clients with accurate insights into their financial status and performance trends.
- Managed administrative and financial routines by supporting clients' needs and ensuring compliance with established financial policies and deadlines.

EDUCATION

CPA Section 5 | 2021 - 2024
Key Center for Excellence – Kenya

Bachelor of Commerce in Banking & Finance | 2013 - 2016
Egerton University – Kenya

Certificate in Computer Packages | 2009
Arknet Computer Centre – Kenya

Kenya Certificate of Secondary Education | 2004 - 2007
Maji Mazuri Girls High School – Kenya

REFEREES

Collins Chesire
General Manager
Florencia Blooms Limited
Tel no: +254 729 366860

John Wekesa
Chairman
Managing Director
Pic Cpa & Associates
Tel no: +254 724 617821

Edith Nasha
Internal Auditor
Public Service Commission
Tel no: +254 708 888458