

# Electine Rose Okumu

Accounting, Finance, Commerce, Management, Analytics

## Executive Summary

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Results-driven accountant with expertise in accounting, financial management, and credit control. Proficient in IFRS, GAAP, and statutory compliance. Strong analytical and communication skills. Experienced in financial forecasting and budgeting. Adept at effective cash management and internal controls. Advanced computer skills, including MS Office, Excel, Sage, and QuickBooks. Proven ability to recruit and retain clients, manage loan portfolios, and foster teamwork. Bachelor of Commerce and CPA certification. I am ready to excel in a challenging position, contributing my positive attitude, strong organization, integrity, professionalism, time management, and skills in a dynamic organization for mutual growth. Ready to excel in dynamic financial roles.

## Skills and Competencies

### Languages (Spoken and Written)

Swahili- **Excellent**

English- **Excellent**

- **Accounting:** Knowledge of accounting principles, audit, financial reports, bookkeeping, reconciliations, and adherence to accounting standards (IFRS, GAAP).
- **Financial Expertise:** Strong ability in financial statement preparation, review, forecasting, budget preparation, and control.
- **Credit Control:** Proficient in credit management, debt recovery, and invoice validation.
- **Effective Cash Management:** Skillful handling, control, and optimization of cash resources.
- **Statutory Compliance:** Knowledge of Kenya's tax code, preparing and filing tax returns, utilizing iTax.
- **Analytical Skills:** Proficient in analyzing financial data and reports and forecasting, using data and trends to identify weaknesses and propose remedies.
- **Computer Skills:** MS Office, Advanced MS Excel (Pivot tables, V-lookup), Sage, Pastel.
- **Decision-Making:** Timely, logical, and effective problem-solving.
- **Effective Planning, Organization, Time Management:** Balancing tasks, teamwork, and ad-hoc responsibilities with efficient time allocation.
- **Team Commitment:** Dedicated to teamwork and collaborative contributions.
- **Exceptional Communication:** Effective verbal and written communication, active listening, and prompt feedback.

## Work and Professional Experience

15<sup>TH</sup> Oct 2024 to Date

### AUDITOR

#### Mabeya and Associates LLP

- Responsible for audit Planning, Execution, marketing and supervision of the assistant accountants /auditors.

- Preparing and submitting compliance (Tax) returns by deadline.
- Accounting duties, responsibility for profit and loss statements, monthly Journals entries.
- Gives daily / weekly reports to the audit partner / Managing partner on the progress of various jobs / Projects and/or transactions
- Acts as a representative for the firm in various official transactions with consultation from the managing partner/ audit partner.
- Ensure statutory and legal compliance are adhered as per the client contracts with the firm in all areas.
- Prepare final financial statements, management letters, and tax computations for clients among others.
- Providing guidance on indirect taxation issues such as VAT, customs planning and environmental taxes.

Jul 2021 to Oct 2024  
Nairobi, Kenya

**ACCOUNTANT**  
**Erdemann Properties Limited**

- Prepare customer invoices accurately and in a timely manner.
- Generate daily sales reports to track financial performance.
- Conduct bank reconciliations to ensure financial accuracy.
- Manage customer accounts, including balances and transactions.
- Verify payment documents for approval prior to posting.
- Support financial transactions for project reporting purposes.
- Provide financial data for planning, budgeting, and project status updates.
- Maintain organized records and ensure compliance with internal and external regulations.
- Effectively manage cash and perform regular reconciliations.
- Prepare audit working papers for external auditors.
- Process VAT and Withholding tax payments and file returns as required by law.
- Adhere to internal control systems to achieve organizational objectives.
- Evaluate and report internal control deficiencies promptly for resolution.

Sep 2020 – Jun 2021  
Nairobi, Kenya

**Cashier**  
**Trident Insurance Company**

- Recorded debit notes accurately for financial transactions.
- Handled inquiries related to bank accounts effectively.
- Managed debtors and maintained control over creditors.
- Coded and posted transactions in compliance with financial procedures.
- Prepared and presented weekly, monthly, and quarterly sales reports to management.

	<ul style="list-style-type: none"> <li>• Verified and prepared payment vouchers.</li> <li>• Managed petty cash efficiently.</li> <li>• Conducted follow-ups with defaulting clients and provided appropriate advice.</li> <li>• Established and maintained an organized filing system for document retrieval.</li> </ul>
Jun 2011 – Jul 2020 Nairobi, Kenya	<b>Growth Relationship Officer</b> <b>ECLOF Kenya</b>
	<ul style="list-style-type: none"> <li>• Recruited and retained clients effectively.</li> <li>• Provided training to clients on various loan products and business management.</li> <li>• Managed loan portfolio to maintain a PAR of &lt;2% for 0-30 days and &lt;3% for above 30 days.</li> <li>• Increased loan book growth and maintained outstanding loan book (OLB).</li> <li>• Ensured adherence to acceptable operational standards.</li> <li>• Promoted proper coordination and teamwork within the office.</li> </ul>
2008 –2008 Nairobi, Kenya	<b>Internship Accounts Assistant</b> <b>Union of Kenya Civil Servants</b>
	<ul style="list-style-type: none"> <li>• Processed payrolls efficiently.</li> <li>• Recruited ministry clients for union enrollment.</li> <li>• Handled payment voucher management.</li> <li>• Maintained and updated branch accounts.</li> </ul>
2006 –2006 Nairobi, Kenya	<b>Attaché</b> <b>Afya Savings &amp; Credit Cooperative Society</b>
	<ul style="list-style-type: none"> <li>• Performed data entry tasks.</li> <li>• Reconciled shares and loan accounts.</li> <li>• Assisted with member inquiries.</li> <li>• Supported document filing and organization.</li> </ul>
	<b>Education and Qualifications</b>
2021 - 2024	<b>Certified Public Accountant of Kenya (CPAK) – KASNEB</b>
2005 – 2009 Kiambu, Kenya	<b>Bachelor of Commerce (Accounting Option)</b> <b>Jomo Kenyatta University of Agriculture &amp; Technology</b>
2001 –2004 Siaya, Kenya	<b>Kenya Certificate of Secondary Education (KCSE) B-</b> <b>Ng'iya Girls High Schools</b>
	<b>Professional Qualifications and Trainings</b>
2006 - 2006	<b>Computer Training</b> <b>MS Office, SAGE, PASTEL</b> <b>QuickBooks, Advanced MS-Excel [ V-Lookup, Pivot Tables] KCA</b>

## Referees

**Steve Otieno**

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