

# Peter Kahi Ambuku

## Professional Accountant



00100, Nairobi Kenya



+254703417359



peter.ambuku@yahoo.com

Knowledgeable Accountant proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Handles detail-oriented work in methodical and organized fashion. Leverages field expertise, resourcefulness and diligence to make positive impact on business operations. Adept at managing budgets, payroll, invoicing and general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines.

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.



### Skills

- Account Reconciliation
- Account Reconciliation Specialist
- Accounts Payable and Receivable
- Customer Relations
- Financial Statements Expertise
- Accounting and Bookkeeping
- Administrative Support
- Invoice Balancing
- Payroll Management
- Auditing Procedures
- General Ledger Entries
- QuickBooks Expert
- Tax Return Filing
- Exemplary Work Ethic
- Microsoft Office Suite Proficiency
- Outstanding Communication Skills
- Customer Service
- Documentation and Reporting



## Education

### CPA: Level 1&2

Star Institute of Professionals - Mombasa, Kenya

### Bachelors of Business Administration: Accounting

Technical University of Mombasa - Mombasa, Kenya

### Kenya Certificate of Secondary Education: Secondary Education

Mariakani Secondary School - Mombasa, Kenya

### Kenya Certificate of Primary Education: Primary Education

Tudor Primary School - Mombasa, Kenya



## Work History

2019-01 - 2022-01

### Treasurer

Kenya Evangelical Lutheran Church

- Preserved church cash and invested surplus funds.
- Offered strategic direction and collaborated with both senior management and team members to execute sound financial strategies.
- Maintained positive relationships with banking representatives managing church funds.
- Prepared and filed tax returns and generated monthly reports in compliance with regulatory and organizational standards.
- Managed daily financial functions in collaboration with accounting and payroll personnel.
- Provided treasury and cash management by overseeing reconciliation of banking activity, credit card processing, and sales tax returns.

2017-01 - 2021-01

### Finance Manager

PZA Engineering

- Executed vendor setup and payment, administration of bank accounts and account reconciliations.
- Supported operations management, sales, and marketing efforts to increase revenue and overall financial health.
- Drove revenue stream development through strategic collaboration and partnerships.
- Managed regular finance tracking for numerous branch offices and headquarters expenses.
- Monitored budget and revenue trends, compiling reports for company leadership to inform decision-making.
- Forecasted trends and recommended improvements based on financial risk analyses.
- Calculated salesperson commissions based on established parameters and disbursed payments.
- Prepared balance sheets, cash flow reports and income statements.



## Seminars /Conferences

Attended youth conference in 2021 organized by the National Council Of Churches Of Kenya (NCCK) coast region focusing on the role of the youth in maintaining peace before, during and after the 2022 General Elections in Kenya.



## Languages

English

Kiswahili



## Referees

**1. Gideon Mang'oka**

**Reverend- Kenya Evangelical Lutheran Church**

**Tel: +254720399792**

**2. Solomon Ambuku**

**Director- PZA Engineering**

**Tel: +254733712648**