

John Irungu Nyambura

Box 331- 00516 Nairobi, Kenya

Telephone no: +254 725 441 236/0739869630

Email:johnirungu952@gmail.com



CAREER PROFILE SUMMARY

A highly skilled and results-driven Senior Accountant with extensive experience in financial management, cost control, and operational efficiency. Adept at payroll management, financial reporting, auditing, tax compliance, and budget monitoring. Thrives in dynamic environments by continuously improving processes and ensuring regulatory compliance. Seeking to leverage expertise in finance and accounting to contribute to a forward-thinking organization.

EDUCATION BACKGROUND

- **Bachelors of Commerce (Finance)** – Mt Kenya university (2021 – 2024)
- **Diploma in business management and Administration** – Kenya institute of management studies (KIMS) 2018
- **Kenya Certificate of Secondary Education**–; Ushirika secondary school 2010.

PROFESSIONAL COURSES

- **Certified investment & financial Analyst (CIFA) Intermediate level** – Vision institute of professional studies. 2019-2020.

KEY SKILLS AND COMPETENCIES

- **Leadership and Supervision:** Experienced in overseeing accounting and finance operations and also guiding staff accordingly.
- **Accounting:** accountant with expertise in inventory accounting, managing payroll, cost accounting, handling reconciliations and P&L management.

- **Financial Management:** Adept with managing financial processes such as financial reporting, monitoring expenditures, monitoring cash flow, determining budget variances and preparation and controlling budget preparation.
- **Financial Control:** I have actively participated in enforcing compliance with approved standards and procedures, ensuring that a sound internal control system is in place to guard against accounting errors and assisting in projecting future financial needs.
- **Financial Reporting:** Excellent in generating monthly reports: Profit and Loss Account, Balance Sheet, Trial Balance and supporting ledgers.
- **Auditing Skills:** Experienced in ensuring compliance with regulatory guidelines and generally accepted auditing standards, preparing audit plans, drafting and preparing financial statements and computation of the tax payable and refundable on the corporation.
- **Analytical and Problem-Solving Skills:** Able to visualize and solve complicated problems in the best way possible and make accurate and informed decisions.
- **Tax and statutory deductions:** An expert in handling various taxes (VAT, income tax and withholding) with knowledge in the preparation of statutory payments and payroll management.
- **ICT Skills:** Good command in navigating MS Office Suite, Internet Application Programs and Accounting packages i.e. QuickBooks, Pastel, Tally and Navision.

ADDITIONAL TRAINING & CERTIFICATIONS

- Core Business & Employability Skills - Kenya Institute of Management (KEPSA, 2012)
- Life Skills Training - CAP Youth Empowerment Institute (2011)
- Certificate in Customer Relations & Sales - CAP Youth Empowerment Institute (2011)
- Certificate in Computer Packages - Goodneighbor College (2011)
- Diploma - Discover Bible School (2009-2010)

WORK EXPERIENCE

General Accountant

SSS Developers Limited. (Jan 2025 to date) Duties and Responsibilities

- ✓ Record and process journal entries to ensure accurate transaction posting. Maintain and reconcile accounts payable.
- ✓ Prepare financial statements including balance sheets and income statements. Support monthly and annual closings with the Finance Manager.
- ✓ Collaborate with auditors and consultants on accounting and tax matters. Review VAT, and WHT reports for accuracy and compliance.
- ✓ Execute daily supplier payments and manage petty cash. Monitor and forecast cash flow, report daily bank balances.

- ✓ Oversee vendor payment schedules and support operational teams.
Process administrative expense payments.
- ✓ Maintain a effective filling system

Accountant.

Tile and Carpet Centre Ltd (2020 to 2024)

Duties and Responsibilities

- ✓ Prepare financial statements, profit & loss accounts, and balance sheets
- ✓ Manage accounts payable and reconcile bank transactions
- ✓ Ensure timely processing of statutory payments and tax remittances
- ✓ Handle foreign supplier invoices and import costing to determine value of import per unit value
- ✓ Manage payroll and prepare audit schedules
- ✓ Maintaining a vendor relation by effective communication
- ✓ Petty cash management
- ✓ Maintaining effective filling system and archiving documents for future retrieval and digitizing the filling system
- ✓ Maintaining property profile and asset register also ensuring land rates and land rent are payed on time

Key Achievements

- Spearheaded supplier relationship by timely payment.

Tile and carpet centre ltd

Finance & Administrative officer (accounts receivable, Finance department 2015 -2019)

Duties and Responsibilities

- Managed customer credit applications and conducted due diligence
- Processed invoices, credit notes, and cheque payments and customer refunds
- Ensured accurate financial record-keeping and document management
- Addressed customer queries and facilitated account reconciliations

Key Achievement

- Establishment of effective credit management system and work flow.

OTHER PAST EXPERIENCES

TILE AND CARPERT CENTRE LTD

STORE KEEPER (2013- 2014)

My duties & responsibilities were:

- Received and inspected inventory for quality and accuracy
- Managed stock records, issued materials, and ensured proper warehousing

LEADERSHIP & MEMBERSHIPS

- **Member, Institute of Certified Investment & Financial Analysts of Kenya**
- **Chairperson of Young Catholic Adult (YCA)**
- **Treasurer of Young Catholic Adult (YCA)**

REFEREES

1. SAMUEL
MURITHI CHIEF
ACCOUNTANT
TILE AND CARPET CENTRE LTD
MOBILE 0725269 678
Email : samgimo@gmail.com
2. ANTHONY
WAMBULWA
CONSUMER BANKER
ABSA BANK KENYA
PLC MOBILE
0725620965
Email : wekesaantony@yahoo.com
3. REBECCA WANJIKU
MAINA SENIOUR TAX
CONSULTANT BAVERA
COMPANY LTD
P.OBox 21924-00400, Nairobi Tel:
+254 721 978 939
Email : beckygithae@gmail.com