

KARIUKI EDWIN MWANGI

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PROFESSIONAL SUMMARY

Finance professional skilled in accounting, auditing, data analysis, AI automation, e-commerce, remote work, Excel, QuickBooks.

KEY SKILLS

- Financial Analysis & Reporting
- Loan Recovery & Portfolio Management
- Automation & Process Optimization
- Data Analysis & Excel Dashboards
- Microsoft Dynamics NAV & 365
- Budgeting, Reconciliation & Compliance
- Remote Work & Full-time Availability

PROFESSIONAL EXPERIENCE

DEBT MANAGEMENT & RECOVERY OFFICER

Asili Sacco Society Ltd | Jan 2021 – Dec 2025

- Managed loan portfolios, recovering arrears and maintaining portfolio-at-risk below 5%.
- Automated reports on loan performance, PAR, and arrears using Excel & MS Dynamics 365.
- Conducted field visits and liaised with external debt collectors and CRB.
- Improved loan registration, eligibility assessment, and client advisory processes.
- Generated weekly/monthly dashboards for management, enhancing decision-making.

ACCOUNTS ASSISTANT

- Asili Sacco Society Ltd | Jan 2017 – Jan 2021
- Prepared, reviewed, and analyzed financial statements; submitted statutory returns.
- Automated reconciliation of P.O.S and ATM transactions.
- Assisted in budgeting and product review for Sacco growth initiatives.

- Coordinated monthly/year-end closings and liaised with auditors.

INTERNSHIP – ACCOUNTS ASSISTANT

Kenya Forestry Research Institute | Jan 2016 – Sep 2016

- Assisted in budgeting, cashbook analysis, and final accounts preparation.
- Controlled debtors and creditors ledger; maintained cost center expenditure reports.

FORENSIC AUDIT ASSISTANT

KPMG | Aug 2015 – Jan 2016

- Reviewed accounting systems, prepared audit reports, and detected control deficiencies.
- Analyzed financial data to identify non-compliance or fraud.

EDUCATION

- Master of Economics & Finance (Ongoing) – Kenyatta University, 2020–Present
- Bachelor of Economics & Finance – Kenyatta University, 2012–2015

TECHNICAL SKILLS

- MS Office (Advanced Excel)
- Microsoft Dynamics NAV & 365
- Data Analysis & Financial Automation
- Reporting & Dashboard Creation
- QuickBooks
- AI automation
- Remote work
- E-commerce

REFERENCES

Available on request