

**MAUREEN MWANGI,**  
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**maureen.wmwangi1@gmail.com**

## **PROFILE SUMMARY**

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A Finance and Accounting professional with in-depth skills to appraise an organization's financial position, and issue periodic reports on an organization's financial stability, liquidity, and growth.

## **KEY SKILLS & COMPETENCIES.**

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Financial Reporting	Banking Relations	Payroll Management
Financial Advisory	Partner Relationship Mgt	Supplier Management
Strategic Plans Setting	Analytical Skills	Coordinating Skills
Budget Management	Regional Finance( <b>Kenya,</b>	Organization Skills
Internal Controls	<b>Uganda, TZ &amp; Ethiopia)</b>	
Financial Modelling	Performance Management	
Operational Efficiency	Leadership	
Tax Matters	Administration	
Management Accounting	Recruitment and Staff Mgt	

## **ACCOUNTING SOFTWARES**

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- Proficient in Microsoft Dynamics Navision- ERP System
- Proficient in Kerridge Commercial Sysytems-ERP System
- Proficient in Odoo Belgium- ERP System
- Proficient in Quick Books- ERP System
- Proficient in Kranium Billing System
- Proficient in HR Systems
- Proficient in Advanced Excel

## **WORK EXPERIENCE**

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### **VISCAR INDUSTRIAL CAPACITY LTD (KENYA, UGANDA, TANZANIA)**

A telecommunications and engineering firm providing customized solutions on Digital Transformation, Industrial Automation, Process Optimization, Safety in Engineering and Leadership in Engineering in East Africa.

#### **Finance & Administration Manager.**

#### **Reports to the CEO & Managing Director**

**July 2020 – to date.**

- Head of finance, administration and operations across our subsidiary companies.
- Spearheading financial planning for the firm across the 3 countries.

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- Leading design, monitoring and supervision of internal financial controls and systems to safeguard the resources of the firm.
- Preparing overall budget for the organization and providing appropriate information, support and advice to the other departments and line managers during budgeting.
- Assisting departmental heads in the management of their budgets through regular provision of detailed financial information.
- Exercising appropriate expenditure controls.
- Preparing weekly, fortnightly, monthly, quarterly, half-yearly, annual and ad-hoc reports required by the board and management for decision making.
- Ensuring compliance with all statutory bodies, accreditation bodies and certification bodies in Kenya , Uganda and Tanzania and preparing periodic statutory compliance reports.
- Maintaining banking relations with our 7 banks within Kenya, Uganda and Tanzania.
- Liasing with internal and external financial auditors.
- Conducting internal ISO audits quarterly to ensure that systems and processes are followed as per the ISO 90001:2015 standard that Viscar is certified for.
- Providing sound leadership and nurturing talents within the Finance Department.
- Guiding the finance team in annual performance targets setting and conducting employee evaluation.
- Maintaining healthy relationship with partners among them customers, fund managers, tax officers, bank relationship officers, suppliers, contractors etc.
- Contributing to the 2020-2022 and 2023-2025 Organizational Strategic Plans and working with the relevant teams to ensure our departmental goals fully align with the overall strategic plan.
- Coordinating the activities of the department and ensuring collaboration with other Departments.

**Notable Achievements**

- **Crisis Management**
  - Navigated the organization through the 2020 Covid-19 financial crisis.
  - Managing cash flow during periods of reduced revenue.
- **Debt Restructuring & Payment**
  - Adopted various methods of debt restructuring that helped the organization settle old obligations, stay in business and obtain legal protection from creditors.
  - Renegotiating contracts to improve financial stability.
- **Compliance and Governance**
  - Ensuring adherence to financial regulations, tax laws, and corporate governance standards.
  - Passing audits with no significant findings or penalties.

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- Establishing transparent financial reporting practices that build stakeholder confidence.

- **Process and Efficiency Improvement**

- Streamlined financial processes through adopting the Ms Navision Dynamics ERP system from Quickbooks.

- Reducing financial reporting time and improving accuracy through efficient systems and practices.

- Implementing cost-saving initiatives that enhance overall operational efficiency.

- **Effective Budget Management**

- Developing and implementing comprehensive budgets that align with organizational goals.

- Maintaining budget compliance and ensuring departments operate within financial constraints.

- Reducing variances between budgeted and actual expenditures.

- **Financial Performance Improvement**

- Adopted financial reports for each and complete projects to determine viability and for complete projects to determine profit earned.

- Achieving significant profit margin improvements through strategic financial planning.

### **VISCAR INDUSTRIAL CAPACITY LIMITED(KENYA, UGANDA,TANZANIA)**

A telecommunications and engineering firm providing customized solutions on Digital Transformation, Industrial Automation, Process Optimization, Safety in Engineering and Leadership in Engineering in East Africa.

#### **Senior Finance & Accounting Officer.**

#### **Reports to the Finance & Admin Manager**

**March 2019- June 2020**

- Executed day to day accounting activities in accordance with Viscars Accounting Policies and Procedures.
- Extensively worked on budgeting and cash flow projections .
- Bank Reconciliations.
- Timely filled and submitted tax statutory payments i.e PAYE, NHIF,NSSF,NITA,HELB,VAT.
- Prepared payroll files, records, schedules and processed salaries.
- Processed wages, overtime and shift allowances.

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- Timely collection of Receivables, Credit Control and Bad Debt management.
- Timely paid local suppliers, international suppliers and made intercompany payments.
- Hands on Operation Function to ensure smooth business process, liaising with financial institutions, suppliers and government agencies.
- Liased with suppliers and contractors, reviewed and negotiated their contracts and ensuring they meet the expected certifications and accreditations for quality purposes.
- Monitored on-site projects(ongoing trainings & consultancies) and did field operations.

### **KENYA STATIONERS GROUP (FUSION LTD)**

A leading supplier of printing equipment and materials.

**Accountant**

**Reports to the Chief Accountant**

**March 2018 – February 2019.**

- Bank statement Reconciliations
- Booked cash receipts, cheque deposits and bank transfers to the system and allocated them to customers accounts
- PDC's, Bills, Invoice and Promisory Notes discounting
- Generated reports on cashflow, bank status, expected customer collections and payments
- Prepared and maintained statutory accounts-NHIF,NSSF,PAYE,NITA,HELB
- Posted and uploaded VAT and Withholding tax deductions
- Followed up on customer payments.
- Administered petty cash.

### **BERRA LOUNGE HOTEL LIMITED**

An African Hotel strategically located at the slopes of Ngong Hills .

**Accountant.**

**Reported to the CEO & Managing Director**

**Jan 2017 – February 2018.**

- Prepared, compiled and presented financial reports and budgets of the hotel.
- Recorded sales receipts and made bank deposits.
- Paid suppliers invoices, monitored supply levels and reordered as necessary.
- Maintained the petty cash fund.
- Administered payroll and controlled income and expenditure.

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- Conducted a monthly reconciliation of each bank account of the hotel.
- Computed taxes owed, prepared tax returns and ensured prompt payment
- Prepared financial reports and submitted to relevant government entities e.g the Tourism Fund

### **GERTRUDE'S CHILDREN'S HOSPITAL**

A not-for-profit Children's Hospital

**Finance Attaché:**

**September 2015 - January 2016**

**September 2016-December 2016**

- ❖ Daily cash collection and reconciliation for banking purposes.
- ❖ Credit Control Management - Conversant with credit control policies and with various insurance company policies on invoice management
- ❖ Passing doctors journals and submitting to the payroll accountant for payment
- ❖ Cash Management - Petty cash management and banking reconciliation
- ❖ Processing supplier payments and remittance advice
- ❖ Inventory Management - through conducting an inventory stock take as per the inventory management best practices and reconciliation with the hospital accounting system
- ❖ Fixed Assets Management - by conducting fixed assets counts as per the stipulated policies

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## **ACADEMIC BACKGROUND**

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- Bachelor Of Commerce (Finance Option), Machakos University – 2013- 2016.
- KASNEB-Certified Public Accountant-Section 5

## **OTHER TRAINING**

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Leadership Studies

Tax Training

Performance Management

Key Account Management

Communication Skills

Putting Customer First Training

## **REFERENCES**

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**Mrs Joyce Nyagu**  
**CEO**  
**Berra Lounge Hotel Ltd**  
**info@berraloungeltd.com**  
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**Mrs Leocadia Njeri Kamau**  
**Chief Accountant**  
**Kenya Stationers Ltd**  
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**Eng David Mulongo Wamukoya**  
**CEO & Managing Director**  
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