

VICTOR M. MUINDE

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CAREER PROFILE SUMMARY

I am an accountant by profession with over 6 years of experience working in distribution, Selling, production, Shipping and Logistics Industry. Over the years, I have gained skills in; accounts payables and receivables, financial management and the use of accounting systems. A summary of the roles I have handled include; reconciliations, payroll and statutory deductions, managing the fixed assets register, preparation of financial statements, preparing monthly expense report and reconciling supplier ledgers. With knowledge of all things accounting and finance, I am seeking an opportunity where my skills and experience will not only contribute to ensuring accountability in the department but will also see me hone my skills. Additionally, I bring on board a proactive individual who seeks to solve problems to ensure bottom-line results.

EDUCATION

- **Masters of Science (MSc) Finance**– Kenyatta University 2022- Expected to complete in 2023
- **Bachelor of Commerce, Finance Option- Award (Second Class Honours Upper Division)** – KCA University 2019-2021
- **Kenya Certificate of Secondary Education** – Muvitha Secondary School; 2009 to 2012
- **Kenya Certificate of Primary Education**- Muvitha Primary School: 2000-2008

PROFESSIONAL COURSES

Certified Investment and Financial Analyst (CIFA)-Star College 2019-2021

Certified Public Accountant –CPA K- Regional Centre of Management 2015-2018

Certificate in Quick Books, Tally, sage, Advanced Excel and I-tax – Regional Centre of Management-2018

Certificate in Computer Applications - Evano Computer Training Institute; 2013

Certificate in Leadership and Development - Nations Training Institute; 2015

KEY SKILLS AND COMPETENCIES ACQUIRED

- **Accounting:** Skilled in handling general accounting principles such as reconciliations, petty cash management, and the general ledgers and balancing of accounts, accounts payables and receivables and ensuring proper book keeping.
- **Finance:** Adept with handling matters of finance such as evaluating internal controls and cost analysis, monitoring expenditures, analyzing revenues, determining budget variances, and performing cash flow forecasting.
- **Financial Reports:** Capable of preparing Statement of Financial Position, Income Statement also

known as the Profit and Loss Statement, and Cash Flow Statements.

- **Auditing:** I am proficient in handling risk assessment and audit approach, recommending controls to ensure system reliability, facilitating financial planning and reviewing and compiling the financial statements.
- **Tax and statutory deductions:** Well versed with various taxes (VAT, income tax and withholding) with knowledge in the preparation of statutory payments i.e. PAYE, NSSF, NHIF and payroll management.
- **Detail oriented:** I value accuracy and ensure every all duty I undertake pays close attention to details and captures all the valuable data in terms of compilation of detailed financial reports.
- **ICT/Computer Skills:** Proficient in navigating the MS suite and internet and the use of Quick Books.

WORK HISTORY

ACCOUNTANT

TopMarine Logistics Agencies (TLA) Limited

Accounting System- iBusiness Insoft System

Duties and Responsibilities

- Settling the company records of accounting by determining the exact amounts payable as well as those pending for cash receiving
- Managing and processing financial deals among various clients within and beyond national boundaries.
- Cross-checking all the entries in the books of accounts and financial statements so as to identify faults and errors that might have occurred and also advise on the immediate measures to solve the accounting problems.
- Managing freights and reviewing rates per the state laws and the company roles.
- Ensuring proper adherence and abiding of the strictures imposed by the company for proper management of the logistic accounts.
- Assessing the modes of payments, rate of return, policies and benefits underlying the program, and other details that form part of the accounting department.
- Co-ordinating with various parties for signing financial contracts and agreements, with thorough adherence of legal and company policies.
- Preparation of financial reports and properly forwarding them to the management for actions.

ACCOUNTANT

London Distillers (EAST AFRICA) Limited: March 2021 to January 2022.

Accounting System- SAGE.

Duties and Responsibilities

- Receiving, Auditing and processing for approval reimbursement claims from depots and investigating variances.
- Coordinating preparation of monthly statutory returns such VAT returns for accuracy and on time online submission to Kenya Revenue Authority.

- Consolidation of financial information from branch offices into the system on time for comprehensive financial reports.
- Audit of banking summary from depots and sales people.
- Managing other accounting staff through training and development to ensure that data entry into the sage system is accurate in order to ensure general ledger, receivables and bank reconciliations are accurate.
- Carrying out monthly bank reconciliation.
- Cashbook Maintenance.
- Conducting monthly stock take and reconciliations to ensure accurate reporting and ledger maintenance.
- Performing other duties as assigned by the chief accountant from time to time.

ACCOUNTANT

Vinnie Distributors: October 2020 to March 2021

Accounting System- Quick Books

Duties and Responsibilities

- Ensuring that all statutory deductions are remitted to the relevant authorities before the due dates to avoid penalty payments.
- Facilitating proper office cash management by authorizing invoices before payments vouchers are prepared
- Facilitating safe keeping of all accountable documents;
- Preparing and examining payments and revenue receipts
- Maintaining income and expenditure records to keep track of documents and manage ledger to maintain proper Accounts book keeping
- Ensuring all financial data i.e. payment vouchers, claims, receipts, adjustments and any other journal vouchers are keyed in and posted into the accounting system software on monthly basis.
- Periodically review the debtors and creditors balances and ensure statements are sent out at least Monthly
- Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance
- Reconciling processed work by verifying entries and comparing system reports to balances.

ACCOUNTANT

Bia Tosha Distributors Limited; April 2017 to October 2020

Accounting System- SAP, DMS, Prosoft Payroll System, QuickBooks.

Duties and Responsibilities (Receivables)

- Updating and preparing the debtors statement as and when required.
- Maintaining of proper debtors and suppliers file.
- Maintaining the filing of financial documentation and an up-to-date financial records
- Maintaining and ensuring the usage of MPESA transactions
- Liaising with sales department in monitoring sales volume
- Preparation of monthly sales Journal

- Preparation of accurate cashbook and bank reconciliation

Payables

- Facilitate the process of receiving and posting invoices in the system with high attention to details
- Maintain all vendor invoice, receipt files and contract files
- Coordinating all payment processes and bookings
- Carrying out monthly supplier reconciliations and addressing all suppliers' queries
- Reconciles and verifies petty cash to ensure float reconciles to the ledger
- Prepares and files statutory returns and maintains an up-to-date statutory files
- Calculation and Presentation of VAT, WHT and Advance Tax
- In charge of payroll processing while ensuring and preparing payment of all statutory deductions (NHIF, NSSF and PAYE).
- Performing stocks reconciliations in SAP system and Manual
- Analyzing payments and carrying out data analysis to support preparation of accounting reports
- Any other duties as may be assigned from time to time

Accounts Assistant

Bia Tosha Distributors Limited; May 2016 to March 2017

Accounting System- SAP, DMS, Prosoft Payroll System.

Duties and Responsibilities

- Reconciling Sales, Customer statements of account and M-pesa
- Generating and issuance of invoices and credit notes
- Assist with data entry, processing and updating of financial information in the accounting system
- Ensure timely follow up and payment of debts
- Preparing payment vouchers for payables approved from the source documents
- Posting payments i.e. M-pesa, Cheques, Equity slips and Cash in SAP system
- Posting Regular supplier payments and supplier purchases in SAP system
- Maintaining petty cash, ensuring correct maintenance of records for the purpose of payment.
- Timely processing of statutory deductions.

Data Entry Clerk

Bia Tosha Distributors Limited; October 2015 to April 2016

Accounting System- SAP, DMS, Prosoft Payroll System.

Duties and Responsibilities

- Preparation of master roll
- Writing cheques
- Posting expenses, invoices and cheques in SAP
- Computing daily sales summaries, data entry for inventories and staff debtors in DMS system and SAP system.
- Record Keeping
- Assist with reconciliation work.

- Match creditor's invoices to LPO's & GRN's.
- Calling creditors & cheques disbursements.
- Performs other duties assigned and reports when required.

Casual

Bia Tosha Distributors Limited; May 2013 to August 2015

Duties and Responsibilities

Beer and UDV stores department

- Assisted in loading and offloading
- Conducted stock count on goods received
- Ensured proper handling of stock
- Reliever in Sales department

Teacher

Muvitha Primary School; January to May 2013

Duties and Responsibilities

- Taught classes 4 to 8 - Mathematics, English, Kiswahili, Science and Social studies)

REFEREES

Mr. Solomon Vaati John

Multiple Hauliers

Fleet Manager

Tel: +254 732 985 067 or +254 722 985 067

Mr. Francis Were

Internal Auditor

Seneca Limited

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Mrs. Teresiah Nduta

Former Accountant

Bia Tosha Distributors Limited

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