Grace Wanjiru Kamau

Accountant, CPA(K)

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PROFESSIONAL SUMMARY

CPA(K) accountant with 5 years' experience in agribusiness and audit. Closes monthly books in 5 working days, files VAT and PAYE on time through iTax, and prepares IFRS-compliant reports that management uses for budgeting decisions.

WORK EXPERIENCE

Accountant Mar 2023 – Present

Rift Valley Fresh Produce Ltd, Nakuru

- Prepare monthly management accounts and IFRS financial statements for a business with KES 400M annual turnover
- Reduced month-end close from 12 to 5 working days by introducing a closing checklist and templates
- File VAT, PAYE and withholding tax returns on iTax with zero late-filing penalties since joining
- Supervise 2 accounts assistants and review all supplier payments above KES 500,000

Audit Assistant Jan 2021 – Feb 2023

Mwangi & Partners, Certified Public Accountants, Nairobi

- Audited 20+ SME clients in retail, hospitality and NGOs under senior supervision
- Prepared tax computations and returns for 35 clients each year
- Performed bank, debtor and supplier reconciliations and flagged control weaknesses to managers

EDUCATION

Bachelor of Commerce (Finance), Second Class Upper 2016 – 2020

Kenyatta University

KCSE: B+ 2012 – 2015

Nakuru Girls High School

SKILLS

IFRS reporting • KRA iTax (VAT, PAYE, WHT) • Month-end closing • Reconciliations • Budgeting & forecasting •- QuickBooks • Sage 300 • Advanced Excel • Payroll (NSSF, SHIF) • Team supervision

CERTIFICATIONS

Certified Public Accountant, CPA(K), KASNEB 2021

LANGUAGES

English (Fluent) • Kiswahili (Fluent)

REFEREES

Peter Otieno
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