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**Sang**

**Senior Accountant**

**Profile Summary:**

Experienced accountant with over 10 years of experience in financial analysis, budgeting, and tax preparation. Skilled in managing complex accounting systems, ensuring accuracy and compliance with regulatory requirements. Proficient in financial reporting and analysis using various accounting software programs such as QuickBooks, mifos x and Odoo. Adept at identifying areas of financial risk and providing recommendations for improvements. Strong communication and interpersonal skills, with a track record of collaborating effectively with team members and clients to achieve business goals. Possess excellent communication and interpersonal skills.

**Work Experience:**

Accountant, Express Solutions FZ-LLC, Dubai, 2021-2023

* Prepare and maintain financial records, including general ledger accounts, financial statements, and tax returns.
* Reviewed and analysed financial data to identify trends and variances.
* Perform financial analysis and provide recommendations for cost reduction and revenue maximization.
* Collaborated with other departments to ensure the accuracy of financial data
* Provided recommendations to management for cost savings and process improvements
* Conducted audit tests and reviewed documentation to ensure compliance with auditing standards.
* Ensure compliance with accounting standards, tax laws, and regulations.
* Prepare and submit monthly, quarterly, and annual financial/Accounts statement reports to the management.
* Collaborate with other departments to develop and implement financial strategies and policies.
* Reconciled related party, bank, general ledger, credit card statements, loan balances and vendor accounts on a monthly basis for finalization
* Prepared financial statements and provided financial analysis to the management team
* Assisted in the development of the annual budget and financial forecasting
* Implemented internal controls and accounting procedures
* Handled bank transfers, bank transactions, collated bank statements and prepared invoices and receipts
* Assembled and reviewed invoices to be completed for payment
* Verified invoices to ensure goods or services were received before issuing payment to vendors and that payments were properly approved.
* Entered payments into bank portal for payment\

**Aaccountant, Caritas Nairobi, Kenya, 2012-2020**

* Prepared financial statements and reports, including monthly, quarterly, and annual financial statements.
* Prepared and submitted tax returns to local authorities.
* Coordinated with auditors during annual audits.
* Maintained accurate records of financial transactions and reconciled bank statements.
* Provided financial analysis and recommendations to management.
* Managed financial transactions and reconciled bank accounts
* Prepared financial reports and statements
* Conducted audits to ensure compliance with regulations
* Handle day-to-day financial transactions, including recording sales, expenses, and payments in QuickBooks and ensuring that all financial records are accurate and up-to-date
* Perform bookkeeping tasks, such as reconciling bank and credit card accounts, preparing journal entries, and generating financial reports
* Create ad-hoc reports for various business needs, such as analysing sales trends, forecasting cash flow, and evaluating inventory levels

**Education:**

* Bachelor of Business Management in Finance, Moi University, Kenya 2013-2016
* CPA 1 2011-2012
* Diploma in cooperative Management, Sigalagala National Polytechnic, Kenya 2008-2010

**Key Skills:**

* Understood and experienced in treasury accounting
* Sound understanding of accounting principles and financial control
* Knowledge of banking relationships
* Strong written and spoken English
* Ability to work autonomously and be part of the broader team
* High level of attention to detail
* Team player with the ability to communicate and coordinate with multiple parties
* High level analytical and computer software skills, including Excel and other accounting packages
* Worked with ERP systems such as odoo, quickbooks etc.

**Language:**  Fluent in English & Swahili

**Contact: 0504753686** **sang-405141@2freemail.com**

**Reference.**