



## Curriculum Vitae

**CECILIAH CATHY OGANGO**

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### **Personal Details:** \_\_\_\_\_

**Languages known** : English, Kiswahili  
**Visa status** : Visit Visa  
**Nationality** : Kenyan

### **Objective:** \_\_\_\_\_

To work in the Finance department of a busy and challenging organisation that requires high energy, enthusiasm and ability to excel; while also opening opportunities for career advancement.

I wish to use my accounting skills, expertise and acquired experience in making an organisation more efficient in the handling of its finances hence improving its output in serving clients, partner organisations and other country offices. In addition, I wish to work in a more dynamic and challenging environment and to build a successful career in accounting in an Organization that enable me to utilize my full potential.

### **Digital Knowledge:** \_\_\_\_\_

Association of Computer Professional Certificate

- Ms Word, Ms Excel, Ms Access, Ms PowerPoint
- Quickbooks, Peachtree, Central Wings
- Internet & Email

### **Employment profile:** \_\_\_\_\_

**FK Group of Companies**

**2017-To date**

#### **Position**

**Accounting, Purchasing Executive and HR Asst**

**Kairu & McCourt Advocates – Nairobi, Kenya**

**Since 2011-2017**

#### **Position**

**Accounts & Administration**

**Havelock Muriuki and Raval Advocates – Nairobi, Kenya 2005-2011**

#### **Position**

**Accounts & administration**

***Responsibilities Handled***  
**Purchasing Executive and HR Assistance**

**Key responsibilities as Purchasing Executive:**

- *Seeking reliable vendors and suppliers to provide quality goods at reasonable prices.*
- *Reviewing technical specifications of raw materials and components*
- *Negotiating prices and contracts on behalf of the Company*
- *Determining quantity and timings of deliveries*
- *Forecasting upcoming demand*

**Key responsibilities as an HR Assistance:**

- Helping in recruiting staff
- Preparing offer letters and contracts
- Handling all the staff files and important documents
- Preparing experience certificate, salary certificates and NOCs
- Preparation and application of staff visas
- Scheduling meetings when required
- Helping Manager in arranging orientations and trainings
- Having the literate knowledge with LMRA formalities

**Key responsibilities as an Accountant**

- Preparation & Presentation of accurate and detailed Financial Statements and reports
- Maintaining Books of original entry
- Preparation of income and expenditure accounts.
- Preparation of payroll and remittance of VAT returns and all statutory deductions.
- Cashbook Posting and Bank statement reconciliation
- Operating Book keeping using Quick books system.
- Maintaining an up to date filling systems for invoices and their receipts
- Submitting Monthly Returns i.e. PAYE, NSSF & NHIF and VAT
- Preparation and Filling of Tax returns to KRA
- Maintain client accounts records
- Organize Own work, set priorities and meet critical deadlines

**Personal profile:** \_\_\_\_\_

I have rich and Valuable experience in Accounting Spanning more than 10 years with a reputable firm. This has been acquiring knowledge and skills and applying them to different roles. Each role has contributed to the person I am today and support the contribution can make in your firm.

**Key Skills:** \_\_\_\_\_

- Intelligent, discipline and self-groomed character.
- Analytical, result oriented person with rich managerial and computer skills.
- Ability to work in a tight deadline environment.
- Outgoing team player, dynamic and self-driven.
- Capable of working under minimum or no supervision.
- Easy going and quick rapport making skills with clients.
- Ability to write in clear and concise manner and communicate effectively orally
- Attentive to detail, Disciplined and tenacious fast learner capable of making quick and sound judgment.

**Professional Qualification:** \_\_\_\_\_

**Association of Chartered Certified Accountants (ACCA)**

- Management Accounting
- Financial Accounting

**Certified Public Accountant (CPA 1) - PASS**

- Section II: Auditing, Cost Accounting, Economics, Economics - PASS
- Section I: Financial Accounting I, Law I, Economics

**Kenya Accountants Technician Certificate (KATC) Final - PASS**

- Financial Accounting, Auditing, Cost Accounting,
- Taxation, Introduction to Information Technology.

**KATC Intermediate – PASS**

- Foundation of Accounting, Business Studies,
- Business Statistics, Office Administration,
- Elements of Law.

**Association of Computer Professional Certificate**

- MS WORD, MS EXCEL, MS ACCESS, MS POWERPOINT
- QUICKBOOKS ACCOUNTING
- INTERNET & E-MAIL

**Education:** \_\_\_\_\_

- O' level certificate
- College Diploma and Certificates

**Referees:** \_\_\_\_\_

**Upon request**