Agure Brian Ochieng

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23rd May 2021.

The Human Resource Manager,

Dear sir/madam*,*

**RE: APPLICATION FOR THE POSITION OF ACCOUNTANT.**

I kindly call for your attention to the above-mentioned position, and wish to express my sincere interest in joining your organization. My education background coupled with experience makes me an ideal candidate for this position. In my role, I am responsible for preparing & maintaining books of accounts and filing of statutory returns for different clients either in house or externally.

I am a Self-driven person capable of working under minimal supervision to achieve set goals. I am also a team player and thrive in a well-coordinated and dynamic environment.

I will be available to work at a flexible schedule with overtime if needed of me. I hope my knowledge will go a long way towards implementing your objectives.

I look forward for your kind consideration. My Curriculum Vitae, which I have attached, contains additional information on my knowledge and skills.

Yours faithfully,

Agure Brian Ochieng.

 **Agure Brian Ochieng**

**P.O Box 07-40104, koru**

 **Kisumu Kenya**

**Tel: +254708204333**

Email: jimmiembeche@gmail.com

**CAREER PROFILE SUMMARY**

As a thorough and proficient finance and Accounting professional with broad experience in compiling and analyzing financial information including monthly, annual accounts and also ensuring financial records are maintained in compliance with accepted policies and procedures. My abilities lie in accounting, finance, financial reporting and taxation. I am looking for an Accounting position where I can consistently and effectively deliver accounting services that will enhance the company’s purpose and profitability. Additionally, I possess strong analytical, leadership skills, data entry and data analysis that position me fit to work in any fast paced organization.

**CAREER OBJECTIVE**

To achieve professional excellence in the field of accountancy by diligently working as a financial accountant, harness my full range of skills and implement my knowledge and ability with focus on the organizational goals so as to impact a difference both as an individual and as a team member.

**EDUCATIONBACKGROUND**

* **Bachelor of Science Mathematics and Economics With IT (Mathematics Option)** – Maseno University Kisumu; September 2014 to December 2018
* **Kenya Certificate of Secondary Education-** Our lady of Peace Secondary School Muhoroni; 2009 to 2013.
* **Kenya Certificate of Primary Education-** Cherwa Primary School; 2000-2008

**PROFESSIOANAL QUALIFICATIONS**

* **Tax Administrative –** Kenya School of Revenue Authority (KESRA) June 2021 to current
* **Certified Public Accountant (CPA)** – June 2021 to current

**KEY SKILLS AND COMPETENCIES**

* **Accounting:** Skilled in handling general accounting principles such as reconciliations, petty cash management, the general ledgers and balancing of accounts, accounts payables and receivables and ensuring proper book keeping.
* **Financial Control:** Competent and actively participating in enforcing compliance with approved government accounting standards and procedures, ensuring that a sound internal control system is in place to guard against accounting errors and assisting in projecting future financial needs.
* **Financial skills:** I have gained substantial knowledge on matters of finance such as financial accounting, finance reporting, monitoring expenditures, budget preparation and planning and justifying variances.
* **Financial Reporting:** I have effectively generated monthly reports: Profit and Loss Account, Balance Sheet, Trial Balance and supporting ledgers.
* **Tax and statutory deductions**: Well versed with various taxes (VAT, income tax and withholding taxes) with knowledge in the preparation of statutory payments i.e. PAYE, NSSF, NHIF and payroll management.
* **Analytical skills:** Ability to analyse, assess and calculate the risks involved and finding solutions by using logical reasoning.
* **Communications skills:** Good command of both verbal and non-verbal communication with great listening skills exercised throughout my working experience.
* **ICT/Computer Skills:** Proficient in navigating the MS suite and internet and the use of Quick Books, Sage & Pastel.

**WORK HISTORY**

 **June 2018 to Date**

**Assistant Accountant**

**Homa Lime Co. Ltd/Mazao Yetu Limited**

**Duties and Responsibilities**

* Reconciliation of control accounts particularly cash control books, Kweisos, Vat, monthly milk production and monthly bank reconciliations.
* Checking senior staff invoicing and deductions.
* Checking postings before update including updating the asset register.
* Preparation of Monthly management accounts and analysing the performance of each business segment.
* Preparation of audit schedules for both internal and external audit and participating in the audit process.
* Filing of statutory returns (Vat, Paye, Milk cess, catering levy, withholding tax, Vat withholding and standard levy).
* Monitoring cane to Millers’ accounts including computation of cess, reconciling their balances and presenting weekly reports to the management for review.
* Preparation of overhead allocation schedules and passing journals to recognize overhead allocations to their respective cost centres in the books.
* Computation of Directors and senior Managers’ Mileage for the Month.
* Updating and reconciling related party balances and passing of journals to recognise inter Company transactions in the books.
* Participating in monthly, quarterly and annual stock take.
* Participating in the weekly cash count.
* Checking and signing of vouchers before they are approved for payments.
* Coding of suppliers invoices before they are posted and update them in the system.
* Computation of director’s milk and tractor income for the month and passing of journals to recognize such income in the books.
* Review of Payroll computations to ascertain that payroll figures are accurate.

 **CASHIER/ASSISTANT ADMIN April 2017 to April 2018**

**MASAKA HARDWARE STORES LTD**

**Duties and Responsibilities**

* Ensuring that there is prompt payment of all applicable taxes and file required returns

 with authorities.

* Capture and updating all financial transactions in a manner prescribed by management.

 This could be through registers or journal entries and postings to the general ledger.

 Prepare accurate and timely monthly, quarterly and annual management accounts

 reports for our various clients.

* Computation of employee’s earnings, preparation of company payroll summary and

 generations of Staff Pay slips.

* Preparation of Cash flow projections on monthly and quarterly basis to the

 management.

* Preparation of financial Statements and supporting notes to the financials.
* Extraction of trial balance, general ledgers and other audit schedules for external audit.
* Responsible for Bank reconciliations.
* Giving clients proper/ correct guidance on product purchase.
* Ensure accurate maintenance of Cash book.
* Ensure accurate preparation of budgets, periodic financial reports, and annual financial

 Statements.

* In charge of answering the phones, dispatching all calls and faxes to the relevant persons
* Forwarding incoming postal mail to the recipient pigeon hole, dispatching outgoing postal mail
* Liaising with the drivers in Dispatch/delivery ensuring that all deliveries are recorded properly

**Key Achievements**

* Managed to develop a proper filing system for Sales, Purchases invoices including Cash Sale receipts, delivery notes, goods received notes and credit notes.
* Developed audit schedules mainly for suppliers, customers and payroll control account to facilitate effective and efficient completion of both internal and external audit according to audit standards and guidelines.
* Facilitated monthly reconciliations of customers and debtors and reporting disputed invoices to the relevant departments for appropriate action.

**HOBBIES**

* Community service.
* Listening to music.
* Reading accounting journals.

**REFEREES**

**1.**Thomas Mwuora –lecturer

Maseno university-Department of Statistics and Actuarial Science

Contact-+2547878579

**2.**John Ogonji Agure-Director

Maseno University-post Graduate department

Contact-+254723271122

**3.**Mathew Ondiek Mbeche-Head Non-profit

SBM Bank kenya limited

Contact-+25472573539