

DANIEL AMALEMBAINYANJE

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CAREER PROFILE SUMMARY

As a qualified and highly skilled professional with experience in the day-to-day handling of financial transactions and procedures, I have effectively juggled accounting roles whilst executing my roles with absolute efficiency. Highlights of my working experience include successfully; taking charge of the preparation of the annual book-keeping plan and allocation of duties, preparation of the annual revenue and capital expenditure, review of internal controls and accounting systems, supervising accounting staff and ensuring the firms' quality assurance is strictly adhered to, carrying out budget development and performing financial analysis and reporting. Equipped with analytical skills and an impressive commitment to excellence, my ability to work under pressure poses me as an exceptional asset to your organization. I am now seeking to offer my skills and experience in an environment where I can guarantee efficiency, correctness and creditability in the accounting and finance department.

PROFESSIONAL COURSES

- **Certified Public Accountant(CPA-K)-** Vision Institute of Professionals; January 2012 to June 2015.
- **Kenya Accounting Technicians Certificate(KATC)-** Vision Institute of Professionals; January to December 2011.

KEY SKILLS AND COMPETENCIES

- **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 bookkeeping.
- **Financial skills:** I have gained substantial experience in financial matters such as financial accounting, financial 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.
- **Budget Preparation:** I have been actively engaged in handling budget preparations and management which entailed; receiving the budget estimates from all the departments and examining them for completeness, carrying out budget planning, consolidating the data for budget presentation,
- **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.
- **Leadership and Supervision skills:** Experienced in leading, training and managing staff and ensuring that performance is well monitored.
- **Problem Solving Skills:** Ability to analyze, assess and calculate the risks involved and finds workable solutions.
- **Communication skills:** Good and great listening skills and excellent verbal and non-verbal skills.
- **ICT/Computer Skills:** Proficient in navigating the MS word, Excel and PowerPoint.

WORK HISTORY

Accountant

DPO Group; May 2022 to Date

Duties and Responsibilities

In charge of the process that compares transactions recorded using internal record-keeping for financial accounts against transaction statements from external sources (Banks/MNO's etc.) while accurately capturing the associated costs in line with IFRS.

Bank Reconciliation

- Completing daily, weekly & monthly reconciliations, along with research & follow through of unreconciled items, for assigned accounts
- Analyzing & recording all appropriate debit & credit adjustments/journals
- Support the Group Treasury Manager with information regarding all relevant financial & operating issue
- Continuously establish & document procedures for compliance & efficiency to quickly reduce/eliminate outstanding items & time spent in reconciling
- Prepare accurate, timely & complete journal information for the recording of reconciling entries to the appropriate accounts
- Responsible for the identification, accounting and reporting of information related to the reconciliations performed
- Devote proper attention to weekly reporting & analysis of receivable amounts held by clearing banks
- Provide required documentation & maintain appropriate source documents & other related records in support of the reconciliation figures posted on the ERP

Cost of Sales Performance Reporting & Analysis

- Review bank service charges i.e., clearing & bank transfer fees & account for them according to IFRS
- Proactively monitor Dynamic Currency Conversion (DCC) transactions + other innovations & account for them according to IFRS
- Support the Group Treasury Manager in producing Cost of Sales figures & Gross Profit analysis per country/product while ensuring strict adherence to IFRS

Accountant

Benim & Associates; June 2019 to May 2022

Duties and Responsibilities

- Producing error-free accounting reports and present their results for various clients to a high standard in line with local regulations Spot errors and suggest ways to improve efficiency and spending.
- Provide technical support and advice on Management Accounts for various clients.
- Review and recommend modifications to accounting systems and procedures.
- Prepare financial statements for various clients.
- Direct external audits to ensure compliance.
- Plan, assign and review junior staff's work as well as working with the senior team to set departmental goals and improve procedures.
- Support month-end and year-end close process for clients.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls for clients.
- Ensure compliance with IFRS principles.
- Completion of the monthly financial accounting cycle for various companies.
- Provide training to the team on various technical and operational matters.
- Ensure client billings and collections are done well on time.

Accountant

X Infotech Africa Ltd; February 2016 to May 2019

Duties and Responsibilities

- Carried out budget development.
- Performed financial analysis and reporting.
- Ensured proper set up and running of the accounting system.
- Maintained debtors accounts.
- Handled bank reconciliation and processed payments.
- Receipting of premiums from clients.
- Performed daily banking operations.
- Filed documents relating to accounts.
- Directed internal & external audits to ensure compliance.
- Set up payroll systems.
- Filed tax returns i.e. NHIF, NSSF, VAT & PAYE.
- Produced accounting reports and presented their results.
- Monitored resource utilization.
- Performed quality reviews.
- Handled Customer visits and meetings during the project and post-project phases.
- Executed Capacity building of X INFOTECH employees.

Audit Assistant

Benim and Associates; October 2013 to January 2016

Duties and Responsibilities

- Executed audit assistant functions to check for the accuracy of accounting systems & controls.
- Reviewed, assessed and recommended changes in accounting systems and controls of business units.
- Verified and inspected account receivable and payable ledgers and general ledger for its accuracy.
- Checked, inspected and reconciled bank deposits and payments.
- Inspected, tested & assessed software & hardware systems for its failure.
- Checked all accounting and client`s databases and ensured they were updated and functioning properly.
- Studied, inspected and assessed budgets, balance sheets and other related financial records.
- Performed bank reconciliation.
- Reviewed and recommended internal audit controls.
- Checked and verified accounting books and internal records that conformed with industry practices and corporate policies.
- Ensured compliance with regulatory guidelines and generally accepted auditing standards.

Key Achievements

- Started working as an Audit Trainee and was later promoted to an Audit Assistant

OTHER PAST EXPERIENCES

- **Revenue Officer;** Kenya Institute of Professional Studies, January to November 2012- received bank deposit slips from registered students, accessed college system and initiated payment processes, reconciled the college system summary report with the hard copies of duplicate receipts and bank deposit slips and filled the revenue collection reporting sheets per bank for the day and sign it.

MEMBERSHIP

- **Member of Institute of Certified Public Accountants of Kenya (ICPAK).**

REFEREES

CPA. Benjamin Iseu Muendo

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