

BRENDA NEKUNDA NDOMBI

Virtual Administrative Assistant Agent for Karibu Virtual Services

PROFESSIONAL SUMMARY

Results-driven finance and accounting professional with extensive experience in financial reporting, reconciliations, and operational support. Demonstrated expertise in managing accounts, budgets, audits, and compliance processes across multiple industries. Adept at analyzing financial data, streamlining workflows, and supporting decision-making. Known for precision, integrity, and a proactive approach to problem-solving within fast-paced corporate environments.

CORE COMPETENCIES

- Financial Reporting & Analysis
 - Budgeting & Cost Control
 - Account Reconciliation
 - Payroll & Tax Compliance
 - Auditing & Financial Statements
 - Petty Cash & Treasury Management
 - Data Entry & QuickBooks Accounting
 - Client Relations & Communication
 - Process Improvement & Risk Management
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PROFESSIONAL EXPERIENCE

Elisatech Diagnostics E.A Ltd – Nairobi

Management Accountant | September 2022 – Present

- Manage monthly financial reporting, reconciliations, and bookkeeping in QuickBooks.
- Conduct monthly bank reconciliations and oversee petty cash management.
- Prepare management reports and financial statements to guide executive decision-making.
- Coordinate audit preparation by providing timely and accurate documentation.
- Handle invoicing, order tracking, and customer account updates.
- Advise management on financial operations and strategic improvements.

Key Achievement: Streamlined the fixed assets register and improved stock monitoring accuracy.

Greyhound Holdings Ltd

Business Development Executive | June 2022 – September 2022

- Identified and developed new business opportunities while maintaining client relationships.
- Managed tender preparation, quotes, and marketing strategies.

- Supported arrears collection and financial follow-ups with clients.
 - Promoted company services through direct marketing and social media outreach.
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KWFT Bank Plc – ESU Regional Office

Assistant Accountant | April 2018 – February 2021

- Reconciled financial data and budgets, ensuring accuracy and compliance with internal controls.
- Supported internal audits and contributed to fraud prevention initiatives.
- Tracked expenses, reviewed reports, and ensured budget adherence.
- Assisted in preparing sales and cost reports and ordering regional office supplies.
- Trained and mentored junior staff on data accuracy and compliance.

Key Achievement: Reduced regional reconciliation issues by 52% through improved follow-up and verification processes.

KWFT Bank Plc – Machakos Branch

Operations Officer | March 2015 – April 2018

- Processed loan and collection sheets in T24 system per company policy.
- Handled customer service duties, cashiering, and daily bank reconciliations.
- Supported asset control and deposit mobilization efforts.
- Advised clients on financial products and services.

Key Achievement: Increased branch deposits by approximately KES 1 million through client relationship management.

Tusker Mattresses Ltd

Receiving Clerk | September 2014 – March 2015

- Received, inspected, and verified stock deliveries.
 - Managed procurement records and maintained inventory control.
 - Reduced the volume of returned goods by ensuring proper product quality checks.
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Kimotho Associates & Company

Audit and Accounts Assistant | September 2012 – September 2014

- Prepared payroll, financial statements, and audit schedules.
- Managed petty cash, VAT, NHIF, NSSF, and PAYE filings.
- Conducted bookkeeping and QuickBooks posting for client accounts.
- Assisted auditors in reviewing and streamlining tax compliance procedures.

Key Achievement: Streamlined tax processes and improved accuracy of audit documentation.

EDUCATION

Certified Public Accountant (Advanced Level) | Ongoing

Vision Institute of Professionals | CPA I, II, and Section 5 Completed (2009 – 2011)

Digital Computer College | Certificate in Computer Packages (2008)

St. Paul's Ebusia Secondary School | Kenya Certificate of Secondary Education – Grade B (2006)

ADDITIONAL SKILLS

- Proficient in QuickBooks and Microsoft Office Suite
 - Strong communication and interpersonal abilities
 - Excellent time management and organization
 - Analytical and detail-oriented approach to financial management
 - Team collaboration and problem-solving expertise
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KEY ACHIEVEMENTS

- Reduced bank reconciliation discrepancies and improved financial accuracy.
 - Strengthened internal financial controls and audit preparedness.
 - Increased operational efficiency through streamlined accounting processes.
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