

## **BENSON MURIITHI MURIUKI**

*Virtual Administrative Assistant Karibu Virtual Services*

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## **PROFESSIONAL SUMMARY**

Seasoned finance and accounting professional with hands-on experience in bookkeeping, auditing, and taxation across diverse industries including construction, manufacturing, hospitality, and real estate. Adept at developing and implementing financial systems, managing accounts, and ensuring compliance with statutory and regulatory requirements. Skilled in financial reporting, process optimization, and team leadership, with a strong commitment to organizational integrity and operational excellence.

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## **CORE COMPETENCIES**

- Financial Reporting & Analysis
  - Bookkeeping & Accounting Systems
  - Tax Compliance & Advisory (KRA)
  - Audit Support & Internal Controls
  - Budgeting & Cost Management
  - Accounts Payable & Receivable
  - Payroll Administration
  - Bank Reconciliation & Cash Flow Management
  - Process Improvement & Strategic Planning
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## **PROFESSIONAL EXPERIENCE**

### **Managing Director**

*Tumelo Consultancy – Nairobi* | January 2018 – Present

- Provide comprehensive bookkeeping, accounting, and taxation services for SMEs and MSMEs in multiple sectors including construction, fashion, real estate, manufacturing, and security.
  - Develop and implement accounting systems and structures to enhance operational efficiency.
  - Conduct process and systems reviews to optimize financial workflows.
  - Manage receivables and payables, bank reconciliations, and statutory returns.
  - Perform cost and break-even analyses to guide business decision-making.
  - Represent clients before the Kenya Revenue Authority (KRA) on various tax matters.
  - Partner with accounting and audit firms on outsourced client accounting projects.
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### **Finance and Administration Officer**

*Virgin Tours Ltd – Nairobi* | May 2018 – November 2021

- Oversaw day-to-day financial operations and ensured cost efficiency.
- Maintained an accurate accounting system (QuickBooks) to support performance reporting.

- Managed cash flow, payments, procurement, and contract administration.
  - Prepared monthly management and financial reports for the Board of Directors.
  - Oversaw payroll, accounts payable, receivable, and bank reconciliations.
  - Reviewed budgets, expense reports, and variance analyses to maintain financial discipline.
  - Supported external audits by ensuring proper documentation and compliance.
  - Advised the Board on financial performance and strategic financial matters.
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#### **Accounts Assistant**

*Virgin Tours Ltd – Nairobi* | February 2014 – April 2018

- Prepared journal entries and maintained general ledger accounts.
  - Monitored accounting systems for accuracy and compliance with internal controls.
  - Supervised data entry and financial reporting in automated systems.
  - Managed inventory and asset control records.
  - Supported auditors during financial reviews and audits.
  - Produced MIS reports, consolidated data, and analyzed results for management use.
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#### **Accountant (On-site)**

*Mutahi Maranga & Associates – Nairobi (Amboseli Gardens)* | 2013

- Prepared weekly restaurant budgets and performance reports.
  - Supervised stock-taking and reconciliation of daily sales against POS data.
  - Audited maintenance of books of accounts and ensured data accuracy.
  - Assisted in managing requisitions and maintaining financial integrity during operations.
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#### **Bookkeeper**

*Seven Three Ltd – Nyahururu* | 2011 – 2012

- Established new accounting systems and managed daily bookkeeping.
  - Prepared payroll, reconciled accounts, and maintained supplier and debtor lists.
  - Managed bank reconciliations and generated weekly expenditure reports.
  - Provided financial advice to directors in consultation with auditors.
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#### **Bookkeeper (Part-Time)**

*Mutahi Maranga & Associates – Nairobi* | 2008 – 2010

- Managed tax computations, filings, and updates of client tax records.
  - Ensured compliance with statutory obligations and proper documentation.
  - Maintained client books and financial records during interim staffing gaps.
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## EDUCATION

### **Egerton University**

*Bachelor of Commerce (Accounting) – Ongoing*

### **St. Anne's Catholic Institute**

*Certified Public Accountant (CPA)*

### **Othaya Boys High School**

*Kenya Certificate of Secondary Education (KCSE)*

### **Naivasha Boys Boarding School**

*Kenya Certificate of Primary Education (KCPE)*

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## ADDITIONAL SKILLS

- Analytical and critical thinking
- Strong attention to detail and accuracy
- Assertive and reliable with high integrity
- Collaborative team player with strong interpersonal skills
- Proficient in QuickBooks and Microsoft Office Suite

