

WINNIE AWUOR OTIENO

Virtual Administrative Assistant Agent Karibu Virtual Services

PROFESSIONAL SUMMARY

Results-oriented accounting professional with over 13 years of experience in financial reporting, account reconciliation, tax compliance, and cash flow management. Recognized for strong work ethics, attention to detail, and the ability to deliver accurate financial data to support strategic management decisions. Experienced in ERP systems and financial software with a commitment to compliance and operational excellence.

CORE COMPETENCIES

- Financial Reporting & Analysis
- Accounts Payable & Receivable Reconciliation
- Tax Compliance (KRA, NHIF, NSSF)
- Cash Flow & Bank Reconciliations
- Cost Accounting & Budget Support
- Audit Preparation & Internal Controls
- Payroll Administration
- ERP & Accounting Systems (Pastel, QuickBooks, Sage X3, Automate)

PROFESSIONAL EXPERIENCE

Financial Administrator – Crown Motors Group Ltd (Nissan Kenya)

July 2019 – Present

- Perform bank and cash reconciliations and manage cash flow documentation.
- Reconcile accounts payable and receivable ensuring accuracy of financial records.
- Conduct tax account reconciliations and ensure statutory compliance.
- Prepare monthly, quarterly, and annual financial reports.
- Maintain organized financial documentation for internal and external audits.
- Oversee weekly stock taking to ensure financial accuracy.
- Respond to financial inquiries from staff and vendors.

Senior Accountant – Harleys Ltd

April 2013 – January 2019

- Managed product cost accounting and financial reconciliations.
- Prepared payroll and ensured timely statutory remittances.
- Filed VAT returns and ensured compliance with tax regulations.
- Supported annual budgeting and financial planning processes.
- Maintained aged payable summaries and prepared management accounts.
- Liaised with external auditors during statutory audits.

Early Career Experience

- Industrial Attachment – Mwalimu SACCO (Accounts & Withdrawable Savings Department)
- Work Study Programme – KCA University (Accounts, Registrar & Dean of Students Offices)

EDUCATION

- Certified Public Accountant (CPA-K) Finalist – KCA University (2009–2015)
- Kenya Certificate of Secondary Education (KCSE) – Hospital Hill High School (2005–2008)

