

LULU NEEMAH MUDEIZI

Mobile: +971 503612874 E-mail: naemamudeizi@gmail.com

Personal details

Date of Birth: 16th September 1994

Nationality: KENYAN

Languages: English(Fluent),Swahili(Fluent),Arabic(Intermediate)

Profile

A focused individual with proven leadership and accounting skills involving time management, adaptability and organized. My Career aspiration is to lead a senior role in a leading organization using accounting tools to solve business problems.

SKILLS

- **Accounting and Finance Skills:** Acquiring knowledge in accounting and bookkeeping procedure, bank accounts reconciliations, managing the fixed asset register, monitoring the accounting procedures and policies and processing petty cash reimbursements and reports. Timely preparation of management financial reports as required, handling budgetary preparation and financial estimates preparation and monitoring it against approved budget and preparing variance analysis.
- **Auditing Skills:** Preparation of audit reports and coordination of both internal and external audits.
- **Payroll and Statutory deductions:** well versed in various taxed (VAT, Income Tax and Withholding) with knowledge in the preparation of statutory payments i.e. PAYE, NSSF, NHIF and Payroll Management.
- **Leadership, Supervision, and Teamworking Skills:** Experienced in supervising team members and offering guidance and training to new staff to ensure they deliver the required customer experience. And the ability to relate effectively with team members, offering my help when required to and participating in team efforts.

ACHIEVEMENTS

January 2018-September 2020

Working at Taqwa Sacco as an Accountant cum Internal Audit Assistant

Responsibilities

- Monitoring of the cash flow and credit control to ensure that there is always sufficient cash for use. Budget and financial estimate preparation, analysis and evaluation of monthly accounts, reviewing
- actual performance against budgeted and forecast, identifying trends and highlighting variances, providing accurate management information.
- Processing account payables and updating and maintaining the general ledger. Timely preparation of management and financial reports as required.
- Preparation, analysis, and reconciliation of monthly books of accounts and GL, including audit files as well as variance analysis.
- Ensure proper procedures are followed when making receipts and payments and maintain an efficient filling system.
- Review and evaluate financial policies and procedures and implement enhancements to maximize control.

- Coordination of internal and external audits.
- Ensure that monthly, quarterly and yearly returns are filed on time and ensuring compliance with all financial statutory reporting requirements
- Design audit strategies, policies, and procedures that ensure the Sacco's compliance in line with the Sacco's strategy;
- Conduct routine and special investigation audits and make appropriate recommendations to enhance compliance with internal controls;
- Review adequacy of existing control systems and recommend measures to enhance them;
- Carry out regular risk assurance, quality control, and compliance tests on SACCO's operating systems, policies and procedures and make necessary recommendations;
- Liaise with external auditors to ensure implementation of various recommendations to improve management;
- Oversee daily Cash and e-banking reconciliation.
- Append signatures on successful loan application and review of loan recovery updates. Certifies refunds of clients on the closing of accounts.

February 2017- December 2017

Worked as an Accounts and Administrative Assistant at Dot savvy Limited.

Responsibilities

Budgets and Management Reporting.

- Preparation of management reports and actual against business plan & budget as required. Provide management reporting to the Managing Director and

other stakeholders.

Bookkeeping (using Xero Accounting System)

- Process online payments and send reconciliation statements monthly.
- Ensure the Chart of account is updated for proper reporting.
- Assist in the development of the monthly budgets and update in the accounting system.
- Ensure Daily Reconciliation of all Bank Accounts.
- Ensure the Petty cash is spent as per the budget approved and reconciled daily.
- Review invoices for appropriate documentation and approval prior to payment.
- Prioritizes invoices for payment by due date/discount date and processes for payment accordingly.
- Create and obtains signatures on all accounts payable cheques. Distributes signed checks as required.
- Processes approved vendor payments in Xero.
- Maintains all accounts payable reports, corporate accounts payable files, and multiple tracking spreadsheets.

Payroll Management

- Prepare Monthly payroll, obtain approval and process to the bank. Produce & issue payslips.
- Maintain all payroll records.

Accounts Receivable

- Prepare account invoices promptly and accurately with required supporting documentation and maintain up-to-date files for all outstanding accounts

- Responsible for the accuracy and completeness of the accounting for billings and accounts receivable
- Responsible for the reconciliation of credit card billing, settlement, payment, Administrative Role and other necessary duties required.

November 2016-February 2017

Worked at Care Hospital as Cashier Manager/Customer care service/Medical Biller

Responsibilities

- Cashier
- Petty cash management
- Bookkeeping
- Customer Service
- Customer relationship management
- Delegating customer queries to the relevant areas.
- Medical Biller
- Invoice generation and maintaining billing records.
- Tracking and following upon claims

March 2016-July 2016

Worked as a Sacco administrator at An-nimaat Sacco.

Responsibilities

- Manage Sacco affairs on day to day basis
- Maintain members' personal accounts and ensure they are up to date
- Ensure continuous recruitment of members and marketing of the Sacco
- Maintain books of accounts and bank reconciliation statement
- Ensure members are repaying their loans
- Prepare annual budgets and estimates for the Sacco
- Propose new policies and products beneficial to the Sacco
- Organize and maintain office records
- Maintain office supplies of the Sacco

INTERNSHIP

Worked at Kenya Institute of Public and Policy Research Analysis (KIPPRA) in the finance and investment department for a period of 3 months in January-March 2016 as an intern.

- Creation of policies
- Analysis of investment projects
- Maintaining financial records of Projects

Completed a rigorous internship at Premier Bag & Cordage Co.Ltd (JUJA) in 2015 February to March. Worked across different departments.

- Payroll maintenance
- Researched and analyzed demand patterns whilst synchronizing them with operations.
- Examined existing and emerging markets to boost Company profits.

RETAIL (May-December2014)

AdHoc Retail Marketing

Sold products as field marketer for high profile companies such as KETEPa, HORLICKS working under GAP marketing agency achieving different sales targets while attending school.

Responsibilities:

- Attain target sales of the products of different companies.
- Engage the consumer's interest in the products that the organization promotes.
- Be able to participate in the marketing of those products/services.
- Communicate with both clients and customers in order to fully understand their needs and wants.
- Keep regular updates on any breakthrough achieved at the sales products, so clients are always informed.
- Maintain contact with clients on marketing the product.
- Remain knowledgeable with all marketed products.
- Work efficiently in a highly autonomous role.

VOLUNTEERING

- Current Secretary-General to Al Answar Sister' Organization Group
- Part of the event organizing team in the 2015 Islamic Conference (Journey of faith Africa) held at the KICC grounds
- Association in Charity events such as the Mama Faizah orphanage with JomoKenyatta University of Muslims Association (**JKUMSA**)
- Part of the event organizing team in the 2013 Jomo Kenyatta University for Agriculture and Technology graduation ceremony held in the main campus(JUJA)

Education/Qualification

Certified Public Accounts(CPA)SEC 2

Sep 2018-Dec 2019:Umma University

Diploma in Islamic studies and Arabic language **Jan2013-**

Dec 2015: Jomo Kenyatta University of Agriculture and Technology

Bachelor's degree in Commerce Studies. (**FINANCE**)

2008-2011:The Sacred Heart Girls' High School-MUKUMU

Kenya Certificate of Secondary Education(B-)

2007-2007: Mbale Primary School (331)

Kenya Certificate of Primary Education

Training

- Certificate in Leadership skills from ASCENT leadership training experience.
- Chairlady of Jomo Kenyatta University Muslims Association(**JKUMSA**)
- Vice-chair lady of the Jomo Kenyatta University of Muslims Association(**JKUMSA**)
- Organizing secretary of Jomo Kenyatta University of Muslims Association(**JKUMSA**)
- Participated in the Entrepreneurship Journal Conference held at Kenyatta University in April 2014

- Participation in Investment Club Being the Best Case Study Conference held at JKUAT in April 2014

ADDITIONAL INFORMATION

Membership

- Member of Empowerment Youth Program
- Active player of handball up to the national level.
- An active member of the drama club, St. Johns Ambulance and Kiswahili club.
- An active member of the Debate club.

Interests

Voluntary work, exploring new opportunities, Socializing, Reading, traveling and current affairs.

REFEREES

Mr. Derick Baya

General Manager
TAQWA SACCO
Cell; +254 715060879

Mrs. Fatuma Khamis

Administrator (Nairobi CBD campus)
Umma University
Cell: +254 723713341.

Mr. Moses Kemibaro

Director
Dot savvy Limited
Cell: +254 73679650

