

IVAN MWALI

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Certified public accountant with excellent knowledge of finance and accounting procedures. Exceptional analytical and problem-solving skills and ability to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assisting in the maintenance and development of financial systems and accounting procedures. Now looking for a new and challenging accountancy position, one which will make the best use of my existing skills and experience and further my development.

✓ **Certified Public Accountant (CPA-K)**
✓ **Bachelor of Commerce (Accounting)**

✓ **Advanced Excel Course**
✓ **Certificate in Quick Books**

CORE COMPETENCIES

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|------------------------------------|------------------------------------|
| ✓ Business Development | ✓ Innovative Financing, |
| ✓ Brand & Marketing Communications | ✓ Market Research & Data Analysis |
| ✓ Tax Administration | ✓ Payroll administration |
| ✓ Reporting and documentation | ✓ Cost control and reduction |
| ✓ Financial analysis and reporting | ✓ Strategic and financial planning |
| ✓ Budgeting and Planning | ✓ Risk Management |
| ✓ Financial Data Management | |

PROFESSIONAL EXPERIENCE

Urgent Cargo Logistics Billing Agent

May 2024 – Present

Duties and Responsibilities

- Ensure that all documentation and requirements in the clients file are all in place and correct for billing processing
- Timely and accurate billing
- Billing proper surcharges including but not limited to storage and New Air Waybill charges on final customer invoice where applicable
- Ensure that all queries and escalations raised by the client related to the billing process are promptly handled
- Proper batching and arranging of invoices for archiving in a cost reduction manner
- Comply with all company policies and procedure, including those in relation to health and safety
- Live update/remarks on each file on all DHL systems to ensure clients are updated on status and requirements of their shipments at all times
- Support with the reconciliation of the accounts/ledgers

Webuye County Hospital Assistant Accountant – On Attachment

Jan 2021 – Mar 2021

Duties and Responsibilities

- Assisting in the preparation of monthly financial statements
- Reviewing, analyzing and preparing various financial information
- Assisting in planning and budget preparation
- Coordinating with management to prepare annual financial statements.
- Preparing and maintaining accounting files, reports, and data used for financial reporting.
- Entering financial information into appropriate software programs
- Managing day-to-day transactions
- Preparation of monthly management accounts Maintenance of sales invoices and reports
- Reconciliation, including posting and balancing.
- Forecasting & budgeting, including variance analysis
- Preparation of reports on debtors and creditors
- Maintaining all necessary records including invoices, expenses, payments, and transactions
- Management of ledgers

EDUCATION AND PROFESSIONAL QUALIFICATIONS

- Certified Public Accountant (CPA-K), KCA University, 2023
- Bachelor of Commerce (Accounting Option), Multimedia University, 2021
- Advanced Excel Certificate, KCA University, April 2023
- Certificate in Quick Books, KCA University, April 2022
- Kenya Certificate of Secondary Education, Kibabii High School, 2016
- Kenya Certificate of Primary Education, Milo Central Academy, 2012

SKILLS AND PERSONAL QUALITIES

Analytical and Problem-Solving Skills	Negotiation & Problem-Solving Skills	MS Windows, MS Word, MS Excel
Detail oriented	Fast Learner and Quick Thinker	QuickBooks
Composed and Ability to Multi-Task	Leadership and Supervision skills	Flexibility
Communication & Presentation skills	Time Management	Sincere & Honest

REFEREES

Mr. Amoss Bett Declarant Urgent Cargo(DHL express) Tel: +254 715666885 Email: bettamosk575@gmail.com	Mr. Jerry Jovit Manifest Clerk Urgent Cargo(DHL express) Tel: +254 703507826 Email: jerryjovit229@gmail.com	Mr. Wanderah Julius File mover Urgent Cargo(DHL express) Tel: +254 701688480 Email: wanderahjulius@gmail.com
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