



CONTACT

📍 Kingdom of Bahrain.

@ cogango@yahoo.com

☎ (+973) 66907583

Gender : Female

Religion : Christian

Nationality : Kenya

LANGUAGE KNOWN



COMPUTER SKILLS

ASSOCIATION OF COMPUTER
PROFESSIONAL CERTIFICATE

MS WORD,
MS EXCEL,
MS ACCESS,
MS POWERPOINT
QUICKBOOKS ACCOUNTING
INTERNET & EMAIL

VISA STATUS : WORKING VISA

CECILIAH CATHY OGANGO

OBJECTIVE STATEMENT

- To work in the Finance department of a busy and challenging organisation that requires high energy, enthusiasm and ability to excel; while also opening opportunities for career advancement.

I wish to use my accounting skills, expertise and acquired experience in making an organisation more efficient in the handling of its finances hence improving its output in serving clients, partner organisations and other country offices. In addition, I wish to work in a more dynamic and challenging environment and to build a successful career in accounting in an Organization that enable me to utilize my full potential.

EDUCATION QUALIFICATION

- Association of Chartered Certified Accountants (ACCA)
Management Accounting
Financial Accounting
- Certified Public Accountant (CPA 1) - PASS
Section II: Auditing, Cost Accounting, Economics, Economics - PASS
Section I: Financial Accounting I, Law I, Economics
- Kenya Accountants Technician Certificate (KATC) Final - PASS
Financial Accounting, Auditing, Cost Accounting,
Taxation, Introduction to Information Technology.
- KATC Intermediate – PASS
Foundation of Accounting, Business Studies,
Business Statistics, Office Administration,
Elements of Law.
- O' level certificate
- College Diploma and Certificates

EMPLOYMENT PROFILE

- Freej Bin Rashdan Traditional food - (2019 to date)
Human Resource & Purchasing Executive.
- FK international Group of Restaurants - (2017-2018)
Human Resource & Purchaser.
- Kairu & McCourt Advocates – Nairobi, Kenya Since - (2011)
Accounts & Administration - Accountant.
- Havelock Muriuki and Raval Advocates – Nairobi, Kenya - (2005-2011)
Accounts & administration - Accountant.

- **WORKING EXPERIENCE**

- **FREEJ BIN RASHDAN TRADITIONAL RESTAURANT – BAHRAIN
HUMAN RESOURCE MANAGER / PURCHASING EXECUTIVE**

Key responsibilities as Human resource Manager

- Helping in recruitment of staff
- Preparation of offer letters and contracts
- Handling all staff files and important documents
- Preparation and application of staff visas
- Helping Manager in arranging orientation and training
- Having the literate knowledge with LMRA formalities

- **Duties of Purchasing Executive**

- Seeking reliable vendors and suppliers to provide quality goods and reasonable prices
- Handling the cash flow and making payments
- Negotiating prices and contracts on behalf of the company
- Forecasting upcoming demand

- **FK INTERNATIONAL GROUP OF RESTAURANTS – BAHRAIN
HUMAN RESOURCE ASSISTANT AND PURCHASING EXECUTIVE**

Key responsibilities as Human resource Manager

- Preparation of offer letters and contracts
- Handling all staff files and important documents
- Preparation and application of staff visas
- Helping Manager in arranging orientation and training

Key Responsibility as Purchasing Executive

- Seeking reliable vendors and suppliers to provide quality goods and reasonable prices
- Negotiating prices and contracts on behalf of the company
- Forecasting upcoming demand
- Making payments for the suppliers and petty cash

- **KAIRU MCCOURT ADVOCATES - NAIROBI KENYA
ACCOUNTANT**

Key Responsibility

- Preparation & Presentation of accurate and detailed Financial Statements and reports
- Maintaining Books of original entry
- Preparation of income and expenditure accounts
- Preparation of payroll and remittance of VAT returns and all statutory deductions
- Cashbook Posting and Bank statement reconciliation

- Operating Book keeping using Quick books system.
- Maintaining an up to date filling systems for invoices and their receipts.
- Submitting Monthly Returns i.e. PAYE, NSSF & NHIF and VAT.
- Preparation and Filling of Tax returns to KRA.
- Maintain client accounts records.
- Organize Own work, set priorities and meet critical deadlines.

● HAVELOCK MURIUKI & RAVAL ADVOCATES – NAIROBI, KENYA
ACCOUNTANT

Key Responsibility

- Preparation & Presentation of accurate and detailed Financial. Statements and reports.
- Maintaining Books of original entry.
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PERSONAL PROFILE

I have rich and Valuable experience in Accounting Spanning more than 10 years with a reputable firm. This has been acquiring knowledge and skills and applying them to different roles. Each role has contributed to the person I am today and support the contribution can make in your firm.

KEY SKILLS

- Intelligent, discipline and self groomed character.
- Analytical, result oriented person with rich managerial and computer skills.
- Ability to work in a tight deadline environment.
- Outgoing team player, dynamic and self-driven.
- Capable of working under minimum or no supervision.
- Easy going and quick rapport making skills with clients.
- Ability to write in clear and concise manner and communicate effectively orally
- Attentive to detail, Disciplined and tenacious fast learner capable of making quick and sound judgment.

I hereby declare that the particulars furnished by me in this application are true and accurate to the best of my knowledge

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CECILIAH CATHY OGANGO