

KORWAKO GHALICIOUS

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PROFESSIONAL SUMMARY

Certified Public Accountant with a proven track record, transitioning from roles as an Assistant Stock Manager, Accounts Attaché, and Accounts Intern to the current position of Junior Accountant. Proficient in stock management, financial reconciliation, and comprehensive data analysis, demonstrating a strong foundation in diverse accounting functions. Skilled in financial reporting, compliance, and efficient document management. Seeking an opportunity to leverage my skills and contribute to business growth by ensuring financial accuracy, fostering transparency, and providing valuable insights for informed decision-making.

PROFESSIONAL EXPERIENCE

06/2021 – Present

Junior Accountant, Green Agri Ventures

- Prepare accounts and tax returns for the company, ensuring compliance with relevant regulations.
- Monitor budgets and expenditures, contributing to efficient financial management within the company.
- Conduct financial performance audits and analyses, identifying areas for improvement and optimization.
- Assess risks and provide financial forecasting, offering valuable insights for strategic decision-making.
- Advise on cost-saving measures and revenue enhancement strategies to support financial goals.
- Compile and present comprehensive financial and budget reports, facilitating transparent communication.
- Ensure that financial statements and records adhere to applicable laws and regulations.
- Regularly update accounting books and systems to maintain accurate and current financial records.

05/2020 – 05/2021

Accounts Intern, Oindo Timber LTD

- Prepared salary schedules for employees, ensuring accuracy and timeliness in payroll processes.
- Managed the preparation of accounts and tax returns, ensuring compliance with regulatory requirements.
- Monitored spending and budgets, contributing to financial efficiency and cost control.
- Conducted audits and analyzed financial performance to identify areas for improvement.
- Engaged in financial forecasting and risk analysis, providing valuable insights for decision-making.
- Advised on cost reduction strategies and initiatives to increase profitability.
- Compiled and presented financial and budget reports, facilitating transparent communication within the company.
- Oversaw the smooth running of activities within the company, ensuring operational efficiency and financial integrity.

03/2018 – 08/2018

Accounts Attaché, NG CDF MOIBEN Constituency Offices

- Reconciled cash books and bank statements, ensuring accuracy and transparency in financial records.
- Conducted efficient document filing to maintain organized and easily retrievable records.
- Examined and valued various documents, contributing to comprehensive data analysis.

- Attended to correspondence, handling communication effectively within the constituency offices.
- Registered students for Bursary Funds, managing the application and approval process.
- Prepared Bursary schedules for students, ensuring fair distribution of funds.
- Evaluated Tender Documents, contributing to the procurement process.
- Managed accounting tasks and facilitated payments for various projects, ensuring financial compliance and accountability.

10/2016 – 12/2016

Assistant Stock manager, Doinyo Lessos Creameries

- Monitored and controlled stock movement, ensuring adherence to the FIFO (First In, First Out) method.
- Conducted physical stock taking to maintain accurate inventory records and achieve minimal variances.
- Implemented stock control procedures using bin cards, tally cards, and Excel sheets to track and manage stock movements.
- Efficiently received and issued finished products to the market, ensuring accuracy in inventory transactions.
- Oversaw the reconciliation of dispatch forms to maintain accurate records of outgoing products.
- Managed the receipt and issuance of materials to various user departments, optimizing stock flow.
- Verified the authenticity of supplier documents, ensuring compliance with quality and regulatory standards.

EDUCATION

2015 – 2019

Bachelor of Business Management Banking and Finance option, Moi University, Eldoret Kenya

2011 – 2015

Kenya Certificate of Secondary Education (K.C.S.E), Butula Boys High School, Busia Kenya

SKILLS

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|------------------------------------|-----------------------------------|-----------------------------|--------------------|
| • Financial Reporting and Analysis | • Accounting Software(Quickbooks) | • Budgeting and Forecasting | • Risk Assessment |
| • Payroll Management | • Cost Management | • Tax Compliance | • Auditing |
| • Cross-Functional Collaboration | • Data Analysis | • Stock Control Procedures | • Stock Management |
| • Communication | • Efficient Document Management | | |

CERTIFICATIONS

Ongoing

Certified Public Accountants Course

- Section II

REFERENCES

AVAILABLE UPON REQUEST