

Daniel Musyoki

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SUMMARY

Detail-oriented accounting professional with 6+ years of experience in financial operations, reconciliations, and administrative support within a branch-level environment. Proven ability to manage financial records, support month-end processes, and maintain accurate reporting across multiple accounts.

Strong foundation in accounting principles with CPA Intermediary level training and hands-on experience using core banking systems, Excel, and financial workflows. Known for accuracy, accountability, and Improving operational efficiency through structured processes.

CORE COMPETENCIES

- Month-End Close Support
- Bank & Cash Reconciliations
- Accounts Payable & Receivable
- Financial Reporting & Documentation
- General Ledger Support
- Multi-account Reconciliation
- Data Accuracy & Audit Readiness
- Microsoft Excel (Advanced)
- Core Banking Systems
- Administrative & Operational Support

PROFESSIONAL EXPERIENCE

Branch Accounts Assistant & Administrative Officer

Yehu Impact Limited

2019 – Present

- ◆ I Manage daily financial transactions and maintain accurate accounting records for branch operations supported by daily tracking monitoring & reconciliation reports.

- ◆ Perform bank, pay bill & cash reconciliations, identifying discrepancies, and resolving variances on a timely basis.
- ◆ Support month-end close activities including preparation of schedules, budget reviews, reconciliations, and financial reports and submit within stipulated datelines for consumption by other stakeholders.
- ◆ Maintained proper documentation and audit-ready records for all financial activities.
- ◆ Assisted in accounts payable and receivable processes, ensuring proper coding and approvals
- ◆ Worked with core banking systems to track transactions, balances, and reporting outputs
- ◆ Collaborated with internal teams to ensure compliance with financial procedures and controls
- ◆ Improved administrative workflows and reduced processing errors through structured documentation practices

EDUCATION & CERTIFICATIONS

CPA – Intermediary Level

Kenya Accountants and Secretaries National Examinations Board (KASNEB)

Diploma in Accounting (KNEC)

Kenya National Examinations Council

Certifications

- Customer Experience & Service Excellence (Multiple Certifications)
- Financial Systems & Operations Training

TECHNICAL SKILLS

- Microsoft Excel (Pivot Tables, VLOOKUP, Data Analysis, Reporting)
- Core Banking Systems (transaction processing & reconciliation)
- Financial Record Management Systems
- Basic Data Analysis & Reporting Tools

ADDITIONAL STRENGTHS

- Strong attention to detail and reconciliation discipline
- Ability to explain and support financial balances clearly
- Experience handling multi-account financial operations

- Proactive problem-solving and process improvement mindset
- Comfortable working in fast-paced, structured environments

AVAILABILITY

Open to remote roles aligned with US EST / EMEA time zones