

ASHLEY KERUBO

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PROFESSIONAL SUMMARY

Accounting & Finance Professional with 7+ years of experience across full-cycle accounting, e-commerce finance, cost accounting, inventory, reconciliations, and month-end close. Experienced in supporting international clients, SMEs, and product-based businesses through accurate bookkeeping, financial reporting, AP/AR, and finance operations. Proficient in QuickBooks Online, Xero, SAP, Zoho, Excel, and Power BI, with strong experience reconciling financial and operational data across multiple systems..

CORE COMPETENCIES

- Full-Cycle Accounting & Bookkeeping
- Accounts Payable & Receivable
- Bank Reconciliations & Month-End Close
- Financial Reporting & Analysis
- E-commerce & Multi-System Accounting

PROFESSIONAL EXPERIENCE

Accounting Associate - Buyspry (MR, US) | Remote | Aug 2025 – Ongoing

- Support AP/AR operations, including invoice and bill processing, aging reviews, customer/vendor transactions, and balance monitoring.
- Analyze marketplace sales, revenue, and settlement reports and classify settlement transactions in QuickBooks Online.
- Reconcile marketplace settlements, customer balances, and QBO records while investigating discrepancies and unreconciled items.
- Maintain expense schedules, prepare month-end accruals and journal entries, and support month-end close.

Accounting Virtual Assistant – Ariri & Associates (Nairobi, Kenya) | Remote | Aug 2021 – March 2026

- Managed bookkeeping and full-cycle accounting workflows for multiple clients, including AP/AR, invoicing, payments, and account follow-up.
- Prepared financial statements, management reports, cash-flow reports, and supporting schedules.
- Completed bank, credit card, and balance sheet reconciliations and supported month-end close using QuickBooks Online and Xero.
- Supported client payroll and tax filings, accounting queries, documentation, and deadline coordination.

Accounting Associate – Cida Africa Investments (Nairobi, Kenya) | On-site | May 2023 – Apr 2024

- Managed day-to-day accounting, AP/AR, financial records, and business documentation.
- Prepared financial reports, monitored budgets, and supported cost control and management decision-making.
- Performed bank and account reconciliations, monitored revenues and expenses, and investigated discrepancies.

Accounting Operations Specialist – Bera Water (Nairobi, Kenya) | August 2019 – August 2021

- Maintained accounting records for production costs, inventory, sales, and dispatch activity.
- Calculated per-case production costs and analyzed budget-versus-actual variances to support pricing and profitability decisions.
- Reconciled production, inventory, sales, and dispatch records while monitoring raw materials, finished goods, and wastage.
- Prepared costing schedules and management reports to support budgeting, cost control, and financial reporting.

EDUCATION

- B.A. Economics and Finance – Kenyatta University
- Certified Public Accountant – Royal Business School
- Certificate in QuickBooks – NSPSI
- Google Data Analytics Professional Certificate – Coursera
- Microsoft Power BI Data Analyst Professional Certificate – Coursera
- Business Analytics Certificate – Coursera