

JOSPHAT MAGERO

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PROFILE

Detail-oriented and self-motivated finance and accounting professional with over seven years of experience in data entry, financial management, and strategic accounting. Proficient in delivering accurate bookkeeping, financial reporting, and tax compliance services for diverse clients, including startups and established businesses. Skilled in leveraging tools like QuickBooks, Xero, Microsoft Excel, and Google Sheets to ensure data integrity and optimize financial processes. With a typing speed of 70+ WPM and 99% accuracy, I excel in managing large datasets, resolving discrepancies, and adhering to strict deadlines in remote settings. Adept at collaborating with cross-functional teams, maintaining confidentiality, and driving financial efficiency. Eager to contribute to Web btree's data management and finance team as a Remote Entry Level Data Entry Operator with robust accounting expertise.

KEY SKILLS

- **Financial Accounting & Bookkeeping:** Expertise in managing general ledgers, accounts payable/receivable, and payroll processing with 99% accuracy, using platforms like QuickBooks and Xero.
- **Financial Reporting & Analysis:** Proficient in preparing balance sheets, income statements, and cash flow reports, adhering to GAAP/IFRS standards. Skilled in budgeting, forecasting, and KPI tracking using Excel and Tableau.
- **Tax Preparation & Compliance:** Experienced in federal and state tax filings, identifying deductions, and ensuring compliance with regulations. Supported clients in audit preparation, reducing penalties.
- **Data Entry & Database Management:** High-speed data entry (70+ WPM) with meticulous attention to detail, ensuring data integrity and consistency in large-scale databases.
- **Data Verification & Quality Checks:** Adept at cross-referencing and cleaning data to maintain accuracy and support decision-making.
- **Software Proficiency:** Advanced skills in Microsoft Office Suite (Excel, Word), Google Workspace (Sheets, Docs), QuickBooks, Xero, and Tableau for financial dashboards.
- **Strategic Financial Consulting:** Provided cost control strategies, financial modeling, and risk management, saving clients up to 20% in operational costs.
- **Confidential Data Handling & Security:** Strict adherence to data privacy protocols, including GDPR and SOC 2 compliance, for sensitive financial information.
- **Remote Collaboration & Communication:** Strong verbal and written communication skills, with proven success in remote teamwork and client engagement.
- **Adaptability & Problem-Solving:** Quick learner, adept at mastering new financial tools and resolving complex accounting discrepancies efficiently.

PROFESSIONAL EXPERIENCE

Data Entry Clerk (Freelancer)

Upwork | Remote | 2021 – Present

- Accurately inputted and updated large volumes of financial data, including invoices, expense reports, and research records, into client databases with 99% accuracy.
- Performed quality checks and cross-referenced data to ensure completeness, consistency, and integrity, supporting financial audits and reporting.
- Identified and resolved data discrepancies promptly, maintaining systematic organization for easy retrieval and compliance.
- Utilized Microsoft Excel, Google Sheets, and QuickBooks to clean, categorize, and format data for financial analysis and reporting.
- Collaborated remotely with clients to meet project goals and deadlines, adhering to data entry and accounting guidelines.
- Maintained strict confidentiality and followed data security protocols for sensitive financial information, ensuring compliance with industry standards.

Academic Writer (Freelancer)

Upwork | Remote | 2021 – Present

- Drafted, proofread, and edited financial and academic documents, ensuring accuracy and adherence to specified formats (APA, MLA, Harvard).
- Conducted online research and organized financial data systematically for academic and business projects.
- Delivered high-quality content under tight deadlines, demonstrating strong time management and financial expertise.

Finance and Accounting Consultant (Freelancer)

Various Clients | Remote | 2018 – 2021

- Provided comprehensive bookkeeping services, including ledger maintenance, bank reconciliations, and payroll for small and mid-sized businesses, improving financial accuracy by 15%.
- Prepared detailed financial statements (balance sheets, income statements, cash flow) and budgets, enabling clients to secure funding and optimize cash flow.
- Assisted with tax preparation, identifying deductions and credits that saved clients an average of \$10,000 annually.
- Developed cost control strategies, such as vendor contract renegotiations, reducing operational expenses by up to 20% for select clients.
- Implemented automated accounting processes using Xero and Excel macros, reducing manual workload by 30%.

EDUCATION

Master's Certificate in Accounting

University of Nairobi, Kenya | 2020

- Specialized in advanced financial reporting, tax planning, and strategic cost management.

Bachelor's Degree in Accounting

Nairobi University | 2013 – 2017

- Graduated with a focus on financial accounting, auditing, and business analytics.

ADDITIONAL INFORMATION

- **Technical Proficiency:** Advanced knowledge of Microsoft Office Suite (Excel, Word), Google Workspace (Sheets, Docs), QuickBooks, Xero, and Tableau.
- **Communication:** Strong verbal and written communication skills in English, with experience presenting financial insights to clients.
- **Remote Work Expertise:** Proven ability to work independently and collaboratively in virtual environments, using tools like Slack and Zoom.
- **Adaptability:** Quick learner, proficient in adopting new accounting software and data entry technologies to enhance efficiency.