

BONIFACE MUKOPI SHIUNDU

P.O Box 17767-00100 Nairobi, Kenya

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Bio Data

Gender: Male

Date of Birth: 16th October 1987

Marital Status: Married

Nationality: Kenyan

Availability: After one month.

Objective

Establish a career in Finance in a reputable institution and utilize the experience in achievement of the organization's overall goals.

Professional Qualifications

December 2017 **Certified Public Accountants Part 3**

KASNEB

December 2014 **Certified Public Accountants Part 2**

KASNEB

December 2012 **Certified Public Accountants Part 1**

KASNEB

Education

January 2016- to date **Bachelor of Commerce, Accounting Option**

Egerton University

2008-2010 **Diploma in Co-operative Business Management**

Co-operative University of Kenya.

2002 - 2005 **Lunyu Secondary School**

Certificate of Secondary Education in Commerce, Mathematics & Geography.

Skills /Abilities

- **Numerical and Accounting Competency:** I have the Knowledge of accounting principles, practices and procedures that are used in preparing financial statements I am comfortable with numbers and excellent in performing detailed numerical computations.
- **Analytical and Problem solving:** I have the ability to visualize, solve complicate problems in the best way and make accurate and informed decisions. I am able to combine patience, determination, and persistence to troubleshoot client issues.
- **Financial Skill:** Measuring financial risks and then developing and implementing strategies to minimize that risk. Advising on the financial implications and consequences of business decisions.

- **Accounting Skills:** Knowledge of accounting and bookkeeping terminology and practices; Ability to understand and apply current accounting guidelines, system updates and revisions, and policy changes.
- **Customer Service Skills** - I quickly understand and interpret customers' needs and wants and able to remain calm, courteous and respectful at all times
- **Interpersonal and communication skills:** I am able to build an understanding of the client needs and concerns, and express these to other members of my team.
- **ICT Competence:** Good command of Microsoft Office tools, word processing, data handling and processing, presentation, operating systems and internet; Ms. Excel, ERP, Sage Line 50, Quick books, T-24 banking system and office outlook

June 2012- to date

Baya Co-operative Savings & Credit Society Ltd

Work as: Assistant Accountant.

Responsibilities:

- Maintain suppliers' and payees' documentation and communicate to them as appropriate on any outstanding issues.
- Filing tax returns through KRA Itax portal-Installment Tax, PAYE,NSSF,VAT, DIT and WHT before due date.
- Monitoring cash and bank balances and performing reconciliations of both.
- Participate in the processing of month end tasks which include, account reconciliation of advances, prepaid, deposits, travel advances, suspense accounts, regular review of petty cash floats and assisting in audits as required.
- Ensure that supplier statements are reconciled with organization records, differences minimized and prepayments expensed and capitalized on timely basis.
- Review collection reports to determine the status of collection and the amount of outstanding balances.
- Prepare invoices batches and input in the account payable module of the financial information system on a daily basis to ensure payments are processed in time for the weekly and monthly deadline.
- Review monthly utilization of budgetary resources for the implementation and provide reports on variances analysis of the actual budget and flag up areas of concern.
- Prepare and update monthly, quarterly and annual cash flow projections and ensure accurate cash levels are derived for the purposes of investment.
- Generate weekly and monthly debtors & creditors aging report through identifying delinquent accounts and insufficient payments and collect revenue by reminding and notifying customers of insufficient payments.
- Verify and execute payments while ensuring compliance with the laid down procedures, policies and guidelines in line with the annual budget.
- Establish procedures for custody and control of assets, records, loan collateral and securities in order to ensure safekeeping.

Achievement

- Reduced bank reconciliation timelines from 7 working days to 2 working days.
- Followed outstanding debts and reduced the debtor days from <120 to 15-30days which strengthened the Sacco's solvency position.

Feb 2011 - May 2012

Faulu Microfinance Bank Ltd

Worked as: Credit Risk Control

Responsibilities:

- Developed a loan recovery program for the loanees and ensure timely remittance of repayment and provide a recommendation on strategy to adopt in respect to defaults cases
- Monitored 46 branches loan Portfolio at Risk (PAR) between 1-90 days on a timely basis and give recommendation on areas of improvement especially those loans that are in delinquency.
- Approved loans within specified limits, and refer loan applications outside those limits to Management for approval
- Analysed applicants' financial status, credit worthiness, and property evaluations to determine feasibility of granting loans
- Prepared reports to send to customers whose accounts are delinquent and forward irreconcilable accounts for collector action and arrange for maintenance and liquidation of delinquent properties
- Obtained and compiled copies of loan applicants' credit histories, corporate financial statements and other financial information

- Handled customer complaints especially refunds and over deduction and take appropriate action to resolve them
- Set credit policies, credit lines, procedures and standards in conjunction with senior managers
- Prepared reports to send to customers whose accounts are delinquent and forward irreconcilable accounts for collector action, arrange for maintenance and liquidation of delinquent properties.

Achievement:

- Coordinated all the credit control meetings and followed up all outstanding action items.
- Was part of setting up credit procedures and the launch of new products i.e. daranja two loan that contributed significance amount to Faulu Microfinance Bank.
- Manage to maintain my portfolio at risk at 3%.

Additional Information

Professional development & Other Training

- Corporate governance in financial institutions and risk management, held at Kenya Bankers Sacco Society Limited and organized by Cooperative Insurance Company Group Limited
- Sage power up on module based business organized by Sage Pastel Company in Kenya.

Interests and Hobbies

- Reading accounting and ACT treasury magazine, Watching & playing soccer

Referees

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