## JUMA SILAS OWITI

**Cell Phone** +254-723-044-000

**Nationality** Kenyan

**Date of Birth** March 15, 1988

**Languages** Japanese

**Email** sylus.juma@gmail.com

**Personal profile**

Productive team player with solid background in Finance; demonstrated track record of leadership; *Core competencies include:* Analytical skills, Attention to details, SAP proficiency, Presentation skills, Leadership, Computer skills

**Career Objectives**

I have about three years of experience having worked with CoreTEC systems & solution Ltd as an intern financial analyst, Wilcom Systems Ltd as a Sales Manager and currently as a PTP (Purchase to Pay) specialist with Genpact Kenya Ltd.

To apply the highest principles of accounting in the preparation of financial reports and analyzing financial information in order to:

* Add value to the organization by combining my skills, knowledge and expertise;
* Advance my career through acquisition, accumulation and application of requisite academic and practical skills and knowledge;
* Keep current with the dynamics and technical issues affecting the financial sector and maintain my professional skills and competences;
* Become an important part of the finance team within whichever organization I work in;
* Use my technical and practical accounting and finance skills to produce meaningful and accurate accounting reports and critically enquire into figures that need further research in order to find out information to validate or otherwise, the accuracy and detail of the figures under review.

**Education Background**

Strathmore University

October 2010-June 2014

**Bachelor of Commerce (Finance and a minor in Entrepreneurship)**

Othoro High School

February 2003-November 2006

**Kenya Certificate of Secondary Education**

**Mean Grade of B-(Minus)**

**Certifications**

Harvard School of Business

**Certificate of Project Management**

**Certificate of Budgeting**

**Certificate of Financial Essential**

**Technical Skills**

Excel Level 1 training

Outlook training

**Work Experience:**

**GENPACT KENYA LIMITED**

**Process Associate: Serving Guinness Nigeria & Diageo Brands Nigeria**

**Period May2016–to Date**

Working as an Accounts Payable Accountant in the Accounts Payable; key role involves facilitation of PTP cycle.

**KEY ROLES**

Working closely with the line manager to initiate cost saving measures and thus help in driving down overheads.

Running payment remittance for the due payments and submitting due invoices for payments

Performing three-way match on the invoices, purchasing orders and delivery before invoices are posted for payments

Partnering with suppliers and attending to suppliers queries as well as explaining payment process to the suppliers

Partnering with various departments (Engineering, Supply Chain, Customer Development, and Brand Building) to ensure prompt delivery of suppliers invoices for timely payments.

Exercising professional skepticism and undertaking close analysis of invoices for reasonability and reporting questionable invoices to the line manager for further analysis.

Ensuring that withholding tax is correctly computed using the correct withholding tax rates.

Performing supplier statement reconciliations and vendor statement reconciliations

**WILCOM SYSTEMS LIMITED**

**Sales Manager**

**Period May 2015 – To April 2016**

Confidently led in formulating marketing strategies and plans that meet the objectives of the company business

**KEY ROLES**

* Formulating marketing strategies and plans that meet the objectives of the company business
* Monitoring team activities, working relationship and reinforce positive attributes which foster peace and harmony.
* Identifying new markets and plans that meet the objectives of the company.
* Carrying out market research and analysis of market trends, customer satisfaction and product development
* Generating marketing promotional tools for advertising purposes.
* Preparing market plans and forecasts
* Preparing monthly reports
* Ensuring that marketing activities are within budget.
* Working hand in hand with the management team in ensuring smooth operations of the company.

**CoreTEC SYSTEM & SOLUTION LIMITED**

**Attaché in the Finance Department**

**Period May 2013-July 2013**

Working as a financial analyst intern in the Finance Department; Key role involved ensuring that all the financial statements were accurate to be signed by the Finance Manager.

**KEY ROLES**

* Ensured all the financial statements were accurate to be signed by the Finance manager
* Participated in budget preparation and management.
* Prepared cash payment voucher for the requisition made and daily expenditure
* Book keeping and filed all documents and reported missing documents to the manager for follow up

**COOPA CONSULTANTS CONSULTING ENGINEERS LTD**

**Attaché in Accounting Department**

**Period April 2011-July 2011**

Attached at Coopa Consultants Consulting Engineers Ltd for three months in the accounts department and reported to the Accountant.

**KEY ROLES**

* Compiled and posted daily transactions into the system on approval by the accountant
* Prepared cash payment voucher for the requisition made and daily expenditure
* Compilation of the asset registers
* Book keeping and filed all documents and reported missing documents to the accountant for follow up
* Prepared cheque requisitions for approval and authorization by the accountant.
* Maintained and balanced of petty cash system
* Participated in the preparation of the annual budget.

**ATHI RIVER (MLOLONGO) WEIGHBRIDGE**

**Weighbridge Operator**

**Period Nov 2009-Oct 2010**

**KEY ROLES**

* Completion and issue of measurement tickets
* Issue of measurement ticket for axle load measurement (This section applies if a measurement is not an end-and-end measurement but is only for the purpose of issuing a copy measurement ticket showing each load supported by separate axles, or groups of axles, of a vehicle)
* Restriction on additional information on measurement ticket
* Measurement of vehicle in 2 weighing...loaded then unloaded
* Issue of copies of measurement tickets
* Measurement of vehicle in 2 weighing...unloaded then loaded
* Correction of mistakes

**Life Achievements**

* Appointed School Captain and assistant Head boy prefect at Othoro High School from 2004 to 2006
* Elected shift leader while at Athi River Weighbridge.
* Member of Young African Leaders Initiative (YALI)

**Referees**

**Dominic Pereira**

HR Generalist

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