**NAME : RICHARD GITHINJI WAWERU**

**ID NO. : 22836513**

**DATE OF BIRTH : 4 SEPTEMBER 1983**

**ADDRESS : P.O BOX 30131-00100**

**NAIROBI.**

**TEL. NO : 0725250504, 0738250504,0724552167**

**EMAIL : richard.kencream@gmail.com**

**POSITION STATEMENT.**

An accountant with 7 years’ experience in finance reporting, budgeting ,credit and accounts management.

**WORKING EXPERIENCE.**

**MARCH 2015- TO DATE.**

**Assistant Accountant– FRYING DOCTORS SOCIETY OF AFRICA**

* + - Donors and grants management.
    - Preparing and ensuring that payment vouchers have adequacy of supporting documentation, are duly authorized before payment and filing.
    - Ensuring that supplier invoices are paid as per the terms while monitoring liquidity.
    - Responsible for reconciliation of supplier and Debtors statements.
    - Debtors aging reports and enhancing collections on overdue accounts.
    - Assisting the Accountant in preparation of budget, cash flow and Draft financial statements.
    - Maintaining asset register.
    - Stock taking.
    - Participating in audit finalization procedure.

**MARCH 2015- NOVEMBER 2016.**

**Credit Officer– KENCREAM SACCO LTD.**

* + - Evaluating Sacco products and recommending as per market demands.
    - Educating members and (KYC) ‘Know your customer’
    - Credit assessment and risk management.
    - Reviewing and making recommendations to the Chief Executive Officer relating to all new facilities, reviews, risk grading and pricing matrix for clients on credit proposals.
    - Ensuring critical risk monitoring for loan Portfolio, highlighting specific action points for loans in arrears.
    - Actively involved in preparation of budget, cash flow and financial statements.
    - Spearheaded successfully implementation, development and upgrading of SACCO information system (Cubispro Sacco management software) in year 2009 and the implementation of Navision 2013 in the year 2013/2014.
    - Enhance customer satisfaction levels by introducing effective loan products and service delivery techniques.
    - Perform audit finalization.

**JANUARY 2014- TO MARCH 2015.**

**Loans Assistant/Acting Chief Executive Officer – KENCREAM SACCO LTD.**

* + - Managing the affairs of the society.
    - Attend management committee meetings and AGM in an advisory capacity.
    - Analyses on monthly basis society’s business plan, actual performance and budget for reporting to the management
    - Represent the society in business transactions as authorized by management committee.
    - Implementation of management committee recommendations.
    - To direct and supervise the administration and processing of loans applications.
    - Advice on the pricing strategy for products and services to ensure continues income growth.
    - Staff coaching and appraisals.
    - Ensuring the society operates within the by – laws and making statutory obligations in set deadlines.

**AUGUST 2009- DECEMBER 2013**

**Loan Assistant- KENCREAM SACCO LTD.**

* + - Customer care.
    - Appraising loan forms
    - Maintaining members register
    - Attending members issues
    - Payroll management.
    - Bank reconciliations.

**MAY 2007- JULY 2009**

**NEW KENYA CO-OPERATIVE CREAMERIES LIMITED**

**Stores Officer at CENTRAL SPARE PARTS STORES**

* + - Ensured that stock levels are maintained
    - Costing spares dispatched and preparing monthly returns
    - Budgeting
    - Petty cash management
    - Chasing requisitions to procurement
    - Tender evaluation; technical and financials.
    - Nominations; (a) Performance management course

(b) Anticorruption

**APRIL 2013 - MARCH 2014**

**Accountant –KICC SACCO. (Part Time)**

* + - Posting cashbook and general ledger.
    - Cash and bank reconciliations.
    - Preparation of financial statements and budgeting.
    - Compiling cash, loans and monthly reports.
    - Maintaining member’s accounts.

**DECEMBER 2006-APRIL 2007**

**Farm clerk at CHANIA BRIDGE ESTATE**

Duties allocated:

* + - Bank reconciliation
    - Payroll management
    - Preparing monthly returns
    - Budget control
    - Filing, updating and maintaining office documents
    - Overseeing receipt and issuance of farm chemicals
    - Petty cash management.

**JANUARY 2006-MARCH 2006**

**UNAITAS SACCO LTD.(Internship)**

Operations involved:

* + - Filing office documents
    - Typing various office documents
    - Opening accounts
    - Customer care operations
    - Accounts section
    - Compiling cash, loans and advances reports

**MAY 2005-JULY 2005**

**KENYA SCIENCE TEACHERS COLLEGE (Internship**)

Operations involved:

* + - Receipting of monies
    - Writing fees and commitment registers
    - Writing of payment vouchers and L.P.O’S
    - Bank reconciliations

**PROFESSIONAL BACKGROUND.**

**JULY 2012-TO DATE**

**KENYA SCHOOL OF CREDIT MANAGEMENT.**

C.M.P (CertifiedCredit Professional) Section I & II

C.M.P (Certified Credit Professional) Section III & IV

C.M.P (Certified Credit Professional) Section V & VI (currently)

**JUNE 2012**

**ORBIT SCHOOL OF MANAGEMENT STUDIES**

**C.P.A K**

Professional bodies - ICPAK(Institute of Certified Public Accountants of Kenya)

Associate member –ICM-K (Institute of credit management - Kenya)

**EDUCATION BACKGROUND**

**Currently**

**GRETSA UNIVERSITY THIKA**

Bachelor of commerce (B Com):Credit management Completed - Awaiting graduation

1997-2000: GITURU SECONDARY SCHOOL

Kenya Certificate of Secondary Education C-Plain

Driving Licence –Class ABCE

**HOBBIES**

* Playing chess

**REFEREES:**

Mr. Erastus Kiriro

Finance Manager

CFC STANBIC BANK Southern Sudan

Tel. 0725916801

Email:kiriro@stanbic.com

Mr. Sammy Kibor

Town Administrator

Eldama-ravine Baringo County.

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Tel. 0722956911, 0734997740

Mr Mohammend Alugongo,

Kencream SACCO Chairman,

Tel:0713583089