

**FREDRICK OGOCHE ONJIKO**  
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## CAREER OBJECTIVE

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To broaden my scope in Finance/ Administration and Management, while serving with integrity in the same fields, to help meet my and my employer's goals.

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## TECHNICAL AREA OF COMPETENCIES

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- ☒ Credit control /Accounts receivables and Accounts Payables.
  - ☒ Proficiency with the iTax platform and Taxation Law.
  - ☒ Payroll Processing and Management.
  - ☒ Vast Knowledge of IFRS's, IAS, ISA
  - ☒ Budgeting and Forecasting.
  - ☒ Cash flow projection and reporting.
  - ☒ Financial reporting and Management reporting.
  - ☒ Accounting systems: knowledge in Quick books, Pastel, Sage accounting and MS Office Suite.
  - ☒ Hands on experience with ERP system SAP
  - ☒ Excellent interpersonal, analytical, presentation, communication and administrative skills.
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## EDUCATION

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<b>Bachelor of Business Management</b> , (Currently Ongoing).	Sept 2016 – Aug 2018
Moi University	

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### **Certified Public Accountant (K)**

Visions Institute of Professionals (VIP)	July 2002 – Dec 2005
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### **Certificate in Computer Studies**

Horizon Business Training Institute	May 2003 – July 2003
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### **Kenya Certificate of Secondary Education**

Ramba Boys High School (B-)	1997 - 2000
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## PROFESSIONAL EXPERIENCE

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**Insteel Limited a member of the Safal Group**  
**Credit Controller, Reporting to the Finance Manager**  
**And Sales and Marketing Manager.**

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**Aug 2014 to Aug 2015**

### **Duties and Key Responsibilities**

- ☒ Ensuring that customer's billings are maintained as per the defined credit limits.
  - ☒ Ensuring that the credit periods are strictly adhered to.
  - ☒ Ensuring the timely collection of payments from all credit customers.
  - ☒ Putting together proposals for credit limits, reviewing of the same for existing and new customers.
  - ☒ Reviewing the customer outstanding viz the credit limits before authorization for billing.
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- ☑ Approval of advances for any billing exceeding the authorized limits.
  - ☑ Visiting customer's premises regularly to verify the authenticity of the business location and documents provided.
  - ☑ Communication of the collection plan, targets and projections to the Sales Executives.
  - ☑ Preparation and circulation of various reports on a timely basis.
  - ☑ Initiating of the Legal processes for defaulting and non-cooperative customers.
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**TNT Express Worldwide (K) Limited, Nairobi**  
**Billing Accountant, Reporting to the Senior Accountant**  
**And the Finance Manager**

**July 2012 to August 2014**

**Duties and Key Responsibilities**

- Doing bank reconciliations both in dollars and Kenya shillings by the 5<sup>th</sup> of each Month
- Preparing and processing of payment vouchers for suppliers within the credit periods.
- Reconciling of debtors/ suppliers listings for monthly reporting.
- Writing of cheques upon receipt of duly approved cheques requisitions or under the direction of the Finance Manager in relation to the vote heads for the month.
- Managing the company's M-PESA platform by making postings to the corresponding accounts.
- Ensuring that all billed invoices are dispatched with the consignments and monthly billed customers receive invoice on time.
- Payroll management.
- Issuing of credit notes and Debit notes in case of client disputes.
- Petty cash management.
- Prepare and reconcile Payroll and travel advances for staff.
- Ensuring that Adhoc clients pay before their shipments are delivered.
- Review the budget in relation to CAPEX and maintaining the fixed asset register and various annual contracts including insurances and vehicle leases.
- Preparing monthly reports and returns to the Finance Manager.
- Ensuring that all Statutory deductions are made in time.
- Filling and coding of monthly expense supporting documents as was expensed.

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**TNT Express Worldwide (K) Limited, Nairobi**  
**Assistant Credit Controller, Reporting to the Credit Controller**

**March 2011 to June 2012**

**Duties and Key Responsibilities**

- Acted as a lead to ensure that DSO target of 60 days was achieved and by maintaining timely collections. I did this by implementing a system of efficient debt collection where all debts were categorized and customers offered better terms if they paid within the given time.
  - Resolved clients dispute with regards to their accounts by arranging meetings and discussing various payment options that were beneficial to both the company and the clients.
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- Ensured that all cheques and cash have been promptly and accurately banked to the main bank accounts.
  - Ensured that payments received have been accurately posted as per remittance advices to the various customer accounts.
  - Preparation of weekly and monthly reports of the total collections comparing the outstanding balances.
  - Recommending which customers should be approached legally due to breach of credit contracts.
  - Prepared and submitted periodic provisions for doubtful debts and write offs.

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**Jencons Scientific Limited a VWR Division (UK)**  
**Assistant Accountant with Office Administration duties,**  
**Reporting to the General Manager Africa and Finance team leader UK**

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**1<sup>st</sup> April 2006 to Dec  
2010**

### **Duties and Key Responsibilities**

#### **Office Administration:**

- Liaising with the office building's facilities management team and relevant external consultants to ensure maintenance issues for company property and office premises are carried out.
  - Maintained an accurate record of all staff at Jencons Africa with regards to their contracts and benefits. I was able to persuade the management to obtain medical cover for all the staffs.
  - Managed and maintained the diary of the company and it is through this that I was able to ensure that all reservations were made in time and travelling Visa were obtained in goodtime.
  - Kept the staff diary in terms of leaves requests filled in time and the travelling staff.
  - Ensured that all travels were authorized and imprests issued to them are properly accounted and balances surrendered back to the accounts department.
  - Ensured compliance to all the statutory regulations and requirements.
  - Was involved in preparation of staff training and development programs aimed at enhancing competency and job suitability.
  - Ensured the company fleet of vehicles and equipment was properly maintained and serviced as required knowing their location and all about how secure they were.
  - Liaising with external suppliers: maintaining contracts, dealing with invoices and raising purchase orders
  - Assisted the accounting department in expense coding and tracking.
  - Reviewed the insurance policies as they fell due and ensured that all assets are adequately insured on a timely basis.
  - Validated calls made out to ensure that they are solely for the purpose of business.
  - In absence of the General Manager, I was responsible of meeting with the clients and ensuring that the company ran smoothly
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**Accounting duties:**

- Helped in the registration of VAT, NHIF & NSSF of the company and its staff for statutory deductions.
- Payroll management and remission of various reports.
- Generated invoices and did daily reconciliation of sales report.
- Credit control and debt collection.
- Cheques writing and batching in accordance to the approved voted heads.
- Managed petty cash, acted as a custodian of the cash box, safe and cheque books.
- Banked cash and cheques receipts daily.
- Ensured that all accounts were accurate and presented to the branch accountant by the 5th day of every month.
- Filed and coded of all monthly expense supporting documents.
- Prepared and submitted the statutory deductions -. NSSF, NHIF, PAYE, VAT & withholding taxes.
- Prepared monthly reports and returns to the Branch Accountant & Finance Director.
- Gave all assistance required by the External Auditors for Annual accounts.

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**MRIS Agency Limited**

**June 2005- March  
2006**

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**Accounts Assistant, reporting to the General manager****Duties and Key Responsibilities**

- Production of quotations to customers.
- Generated invoices.
- Followed up payments.
- Management petty cash
- General book keeping.
- Production of monthly reports to the Managing Director.
- Preparation and submission of statutory deductions

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**REFEREES**

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**Mr. Julius Ochieng',**

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Insteel Limited ,Safal Group,  
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