

PERSONAL INFORMATION

Nationality: Kenya
Languages: English, Swahili (Written and Spoken).

PERSONAL PROFILE

A team player with commitment to Finance, Accounting, Marketing and customer service through over 4 years work experience in accounting and marketing roles, who possess the ability to communicate confidently at all levels. With a reputation for delivering high quality and personal service to my work, I possess plenty of initiative and a great desire to contribute to the ongoing success of any employer. Apart from being highly organized, I believe my strong background and experience in a Finance, Accounting and Marketing environment makes me a great asset for your organization.

PERSONAL ATTRIBUTES (SKILLS)

- Team Player
 - Cooperative
 - Innovative, Creative and initiative
 - Good Interpersonal and Communication Skills
 - Self-Motivated and able to work under pressure
 - Meet Deadlines
 - Good analytical skills and ability to multi-task and self-manage.
 - Ability to work with multi-ethnic team in a culturally appropriate manner
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WORKING EXPERIENCE

July 2014 to Date - Employed at **Iceberg International Ltd** as a Payable Accountant, Finance Department

Duties;

- Perform day to day management of all payment cycle activities and provide efficient client service
- Keep track, process and reconcile payments and expenditures, including payroll, purchase orders, invoices, statements, checks, refund requisitions etc., in compliance with financial policies and procedures
- Ensure correct approval, sorting, coding and matching of invoices/receipts
- Prepare analysis reconciliation of balance sheet accounts, Analyze trends, costs obligations related to financial statements,
- Prepare for as well as participates in internal external audits in functional area,
- Responsible for reviewing as well as verifying the accuracy of journal entries accounting classifications assigned to various records
- Liaise with internal and external clients
- Regularly tabulate data and compile necessary reports
- Continuously improve payment processes

Achievements;

- Responded to suppliers' queries, phone calls & e-mails regarding their payments within a maximum of 12 hours which increased customer service by 10%.
- Generated end month supplier reports for management accounts by 29th of every month hence increased payment efficiently by 20%.
- Generated daily sales & sub-ledger sales margin reports by 9 a.m. every morning with no default.

July 2014 to June 2016- Employed at **KCB Bank Kenya** as a Retail Banker (DSR) at Keroka Branch

Duties;

- Ensuring customer needs are satisfied both in the bank and on field (Excellent Customer Service),
- Deliver set Sales targets in quality loan disbursement and quality deposit mobilization through marketing intelligence,
- Ensure client retention through excellent customer service and Customer care,
- Actively participate in marketing campaigns to ensure clients are well informed of the product portfolio, Seek customer feedback on products and services offered by the organization,
- Provide and report daily sales reports and customer's feedbacks to respective departments and Offering best financial solution to both customers and non-customers of the bank and also complying with the Banks and Government policies at all dimensions.

Achievements;

- I achieved to increase the sales of the branch by 30% through bringing new clients in numbers
- Improving customer's satisfaction by complying with the banks' and Government policies which reduced the number of unsatisfied customer drastically after 3 months of joining the team.

May 2012 to June 2014- Employed at **Dansal & Associates Limited Company** in Accounting and Finance Department as an Assistant Accountant:

Duties;

- Consolidate various accounting statements reports,
- Analyze financial reports plus records relative to the accounting of reserves, assets expenditures,
- Prepare income balance sheet statements and bank reconciliation,
- Prepare analysis reconciliation of balance sheet accounts, Analyze trends, costs obligations related to financial statements,
- Prepare for as well as participates in internal external audits in functional area,
- Responsible for reviewing as well as verifying the accuracy of journal entries accounting classifications assigned to various records,
- Responsible for Goods Receipts process,
- Comply with internal controls and any other duties as allocated to you by your supervisor.

Achievements;

- I had no defects in my duties and completed my set targets before deadline hence improving office efficiency by 20% as an Accountant Assistant.

EDUCATION

2010– 2012: Bachelor of Commerce (Banking and Finance Option) at Kisii University- **2nd Class Honors (Upper Division).**

2005-2009: Secondary Education at Got- Rateng' Mixed School (KCSE).

PROFESSIONAL TRAINING/ QUALIFICATION

Dec 2015: Certified Public Accountant Level II (CPA 4)

COMPUTER KNOWLEDGE (EXPERIENCE)

MS Office Proficient (MS Word, MS Windows, MS Publisher, MS Excel), Adequate knowledge in use of OS e.g. LINUX, T24, SPSS Data analysis, Quick Books.

OTHER IMPORTANT TRAINING AND FORUM

November 2016- December 2016: Safaricom Limited Training as Customer Care Representative.

November 2015: KCB Bank Kenya Limited Forum and Training on Brand Purpose lead by the C.E.O and Human Resource Director KCB Bank Kenya Limited.

March, 2012: Kisii University; Forum Organized by Ernst and Young, East Africa in Kisii University and led by Africa Associate Director Human Resource Ernst and Young East Africa.

VOLUNTEER RESPONSIBILITIES

26TH NOVEMBER 2010: Practiced in Kisii Town Clean up Event Held at Kisii Town by Kisii University.

LEADERSHIP RESPONSIBILITIES

December 2014- June 2016: Sales Team Leader Kenya Commercial Bank (Keroka Branch)

Duties:

- Making Effective Decisions which will assist the team in marketing and sales
- Leading and Communicating to the team members
- Delivering a Quality Service to the team members

January – December 2012 Chairperson at Kisii University Karate Club

Duties:

I had to set a positive example, motivate and coach players and think on my feet when making decisions.

HOBBIES

- Travelling and Socializing
- Reading Magazines, Business Journals and Newspapers
- Listening to soft Music
- Watching Documentaries movies

REFERENCES

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2. Mr. Obadiah Nyang'au Okera
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