

## CURRICULUM VITAE

<b>Personal data</b>	<p><b>Name:</b> Joshua K Ng'etich.</p> <p><b>Nationality:</b> Kenyan.</p> <p><b>Address:</b> P.o Box 100301 – 00101 Nairobi</p> <p><b>Phone:</b> +254727651895</p> <p><b>Email:</b> <a href="mailto:joshngetich@gmail.com">joshngetich@gmail.com</a></p> <p><b>Skype id:</b> jkipru</p>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• KCA University - Bachelor of Commerce (2nd Upper Division).</li> <li>• Strathmore University - CPAK</li> </ul>
<b>Other qualifications/Achievements</b>	<ul style="list-style-type: none"> <li>• Allocated and reconciled Debtors and Creditors accounts on monthly basis thus making the company transactions up to date.</li> <li>• Cleaned up AR system and brought it up to 90% of agreement enabling company utilize Money effectively.</li> <li>• Preparation of Departmental budgets to assist the Sacco cut on unnecessary expenses.</li> <li>• Preparation of Business proposals</li> </ul>
<b>Profile</b>	I am a self driven and ambitious person in the dynamic business globe.
<b>Career Objective</b>	To develop a successful, rewarding career in a professionally run organization and to continuously progress into a demanding, fulfilling role in order to achieve optimal use of my profession and experience to develop a high level of professionalism, technical and leadership skills.
<b>Work history</b>	<p><b>Organization:</b> Liquid telecommunications limited</p> <p><b>Title:</b> Accounts Payable Accountant.</p> <p><b>Period:</b> January 2016- February 2017.</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Ensure supplier accounts are reconciled on a monthly basis</li> <li>• Ensure that invoices are adequately supported by relevant documentation and approval before information can be captured in the books.</li> <li>• Ensure a monthly payment plan is in place for suppliers</li> <li>• Prepare monthly journals for prepayments and accruals</li> <li>• Ensure suppliers reconciling items and disputed are cleared within the same month.</li> <li>• Ensure payment requisitions for statutory amounts and utilities on a timely basis as soon as they are received</li> <li>• Ensure that all the payments made to the suppliers are captured accurately in the books.</li> <li>• Undertake any duties assigned to them by the management and the Supervisor.</li> <li>• Present a reconciliation schedule on a monthly basis to the Supervisor for review.</li> <li>• Present the invoices to the Supervisor for approval before the information is captured</li> <li>• Present a monthly payment plan for the suppliers to the Supervisor for review by end of the 1st week of the following month.</li> <li>• Present the monthly journals to the Supervisor for approval by the 20th day of the</li> </ul>

month.

- Present a report by 25th day of the following showings items cleared and those still pending.
- Present the requisitions as soon as possible to the Supervisor for approval and following up on the payment of the same with treasury.
- Present the documentation supporting the payments to the Supervisor for approval before the payments can be captured in the books.
- Present any such report within the required timelines

**Organization: Liquid telecommunications limited**

**Title: Accounts Receivable Accountant.**

**Period: July 2014 – December 2015.**

**Duties:**

- Collection of company revenues, both current and overdue amounts owed to LTK by assigned accounts through timely billing, Accounts Reconciliation and communicating with customers via phone, email, fax or mail.
- Preparation of ageing analysis of debtor's reports.
- Ensure expired domains are billed, paid for and renewed.
- Timely sending of monthly invoices to all customers
- Timely Preparation and Reconciliation of Monthly Deferred Revenue GL and listing Reports.
- Timely sending of updated statements of accounts to all customers.
- Hold monthly meetings with customers to ensure 100% customer satisfaction from the credit control perspective
- Maintain reconciled, accurate and up to date customer statements of accounts through regular reconciliation of accounts
- Maintain accounts receivable customer files and records through proper filing of all customer documents, communications and correspondences with the clients
- Ensure terminated services are not billed and notice period is adhered to.
- Initiate, process and pass credit notes for wrong billing/ SLA rebates
- Populate a list of accounts to be disconnected as per the dunning process and company credit policy in liaison with Legal Dept.
- Bad Debt Provision – Propose bad accounts for write off to Credit Control Head of Department as per company credit policy

**Organization: Rincod-Africa**

**Title: Accountant Assistant**

**Period: April 2014 – June 2014**

**Duties;**

- Evaluation of financial data and preparing reports.
- Investigating all project expenses.
- Bank and Cashbook reconciliation.
- Petty Cash management.
- Payroll Management.
- Reviewing account totals related to project assets and expenses
- Posting of financial transactions including journals.
- Ensuring that all finances are properly administered and monitored, including credit control.
- Confirmation of financial status, monitoring revenue and expenses.

	<p><b>Organization: Jamii Sacco</b>  <b>Title: Risk and Compliance officer (Finance and Accounts Department).</b>  <b>Period: May 2012 – March 2014</b>  <b>Duties;</b></p> <ul style="list-style-type: none"> <li>- Responsible for Budget preparation for the quarterly forecasts.</li> <li>- Examination &amp; processing of member’s loan forms to ensure compliance to Sacco policy</li> <li>- Appreciated in the preparation of financial reports to ensure compliance to Sacco policy.</li>   <li>- Balancing of teller’s receipts and payments using excel.</li> <li>- Examination and approval of payment vouchers.</li> <li>- Cashbook management.</li> <li>- Reconciliation of member’s personal account.</li> <li>- Determination of member’s ability to loan applied.</li> <li>- Preparation of member’s refunds and dividends.</li> <li>- Use of Bankers realm software to disburse member’s loans, refunds and withdrawals.</li> </ul> <p><b>Organization: Horticultural Crops Development Authority</b>  <b>Title: Attachment</b>  <b>Period: August 2010</b>  <b>Duties;</b></p> <ul style="list-style-type: none"> <li>- Maintaining the imprest ledger</li> <li>- Calculation of depreciation on assets using reducing rule.</li> <li>- Invoicing and updating debtors ledger</li> <li>- Preparation of payment vouchers for reimbursement of petty cash to stations and depots.</li> <li>- Extraction of the trial balance and use of Pastel Accounts software.</li> <li>- Posting and casting of the cashbook into the ledger.</li> </ul>
<b>ICT Skills</b>	2009: Zetech college – Qualified in Ms Excel, Ms Word, Ms Access, Ms Power Point also have working knowledge of web designing, repair and maintenance computer software and hardware.
<b>Other skills</b>	Driving skills: <ul style="list-style-type: none"> <li>- Class BCE both light vehicles and heavy commercial vehicles.</li> </ul>
<b>Communication Skills</b>	Excellent command of both spoken and written English and Kiswahili.
<b>Leadership skills</b>	<ul style="list-style-type: none"> <li>▪ Treasurer Finovative club KCA university</li> <li>▪ House captain Kituro high school</li> <li>▪ Basketball captain Kituro high school</li> <li>▪ Class prefect Kabiyet primary school</li> </ul>

**Referees**

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