

CURRICULUM VITAE

AREAS OF EXPERTISE

Management accounts & Reporting.

Budgeting & forecasting

P&L analysis

Month end procedures

Variance reporting

Computer literacy

Margin analysis

*Banking
Reconciliation*

Payroll preparation

*Statutory returns; VAT,
PAYE, NSSF, NHIF,*

KPA reconciliations

*Invoicing and statement
preparations; Debtors
and creditors.*

PERSONAL DETAILS

Erastus M.Kitolo

P.O.Box 81-90138

Makindu, Kenya

Sex: Male

Status: single

Nationality: Kenyan

DOB: 1st Aug, 1986

ID NO.25416345

Religion: Christianity

*Languages: English,
Swahili and Kamba.*

Contacts

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ERASTUS MUTWIWA KITOLO

PERSONAL PROFILE

Certified Public Accountant (CPA K), B.com (Accounting Option)

An experienced, result-driven professional with a progressive career who is able to follow given instructions, ambitious, innovative, analytical, a fast learner, and pride myself as a true team player with good interpersonal skills. I have excellent communication skills with an ability to interpret and communicate financial data to non-financial colleagues. I desire to work within a challenging and rewarding environment, which will give me an opportunity to utilize my acquired skills, apply my academic knowledge that leads to both personal and organizational growth.

WORK EXPERIENCE

SEACON KENYA LIMITED

Seacon Kenya limited is a Shipping, Custom clearing and forwarding, warehousing and transporters Company located at Mombasa with clients all over Kenya, Uganda, south Sudan and Democratic Republic of Congo.

SENIOR ACCOUNTANT/ADMINISTRATOR FEBRUARY, 2016 - PRESENT

- Accounting reports: Monthly and Annual management reports and accompanying schedules, worksheets and narratives.
- Undertaking the preparatory work for the annual audit of accounts and assisting in implementation of audit recommendation.
- Raising of all clients Invoices, statements and monitoring accounts for nonpayment and delayed payments.
- Performing all necessary account, bank and other reconciliations.
- Counterchecking of petty cash and payments.
- Payroll preparation and statutory remittances.
- All statutory Returns; Vat returns, PAYE, NSSF, NHIF
- Keeping track of all insurance policies and licenses, renewal dates as renew as required.
- Oversee Management of debtors and creditors accounts/follow ups.
- Staff matters; -Sick leaves ,Offs , Discipline
- Offices maintenances and payments.
- Motor vehicle/cycle controls/Maintenances
- Liaising with operations.
- Kenya Ports Authority reconciliations and follow ups
- Association liaising; KIFWA,SCEA,KNCCI
- Keep track of the company's in-house employee loan scheme.
- Any other tasks as assigned.

CURRICULUM VITAE

INNSCOR KENYA LIMITED

SITE ACCOUNTANT SEPTEMBER, 2010 – JANUARY, 2016

Innskor Kenya Limited is a fast food company with specialties in Quick service restaurants, Bakery and convenience stores. It has various brands that complement each other, these include; Chicken Inn, Pizza Inn, Creamy Inn, Bakers Inn, Galito's, vida e caffe & The Kidz Zone. They also operate convenience stores at select Fuel Stations.

Duties:

- Preparing daily report summary, which discloses opening inventory, purchases/returns, sales and closing inventory.
- Reviewing standard costs in the bill of materials; review standard and actual costs for inaccuracies
- Monitoring and posting of stock and doing stock checks through Spot checks and stock-takes.
- Daily scrutiny of stocks invoiced, issued and dispatched.
- Banking reconciliations for the branch.
- Provide effective management accounting data to senior management.
- Produce monthly variance analysis of revenue and expenses and break down variances.
- Responsible for back office analysis and evaluation of costs and margins.
- Conducting regular business reviews of financial performance.
- Proactively identifying business improvement opportunities.
- Maintenance and reconciliation of various general ledger accounts.
- Monitoring petty cash spending and imprest system.
- Performing Stock take procedures whilst observing cut off procedures.
- Valuation of stocks.
- Batch reconciliations, raw materials and packaging materials.
- Verification of Returns, returned invoices.
- Complex account collections.

KEY SKILLS AND COMPETENCIES

- **Accounting Skills:** Am fully qualified in accounts with superb hands on experience gained through accounting roles for the last seven (7) years. Excellent in preparation of monthly, Quarterly, and annual statements, payroll processing among other accounting practices.
- **Financial Skills:** Measuring financial risk and then developing and implementing strategies to minimize risk. Advising on financial implications and consequences of business decisions.
- **Analysis and Numeracy :** Proficiency in analyzing sets of accounts and financial reports
- **Analytical skills:** Recognizes areas of weaknesses requiring improvements and make recommendations to the management for consideration, Approval and implementation.
- **Communication skills:** I am an excellent communicator, who effectively conveys information both verbally and in writing. I am also a keen listener and gives prompt feedback.
- **Planning and organization:** Refined planning and organization skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner.

CURRICULUM VITAE

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

<u>INSTITUTION</u>	<u>DURATION</u>	<u>QUALIFICATION</u>
Technical University of Mombasa	2013-2015	Bachelor of Commerce (Accounting Option) Second class Honours (Upper division)
Kca-University (Ruaraka)	2009-2010	Certified Public Accountant (CPA) Section 5&6
Kca-University (Ruaraka)	2008-2009	Certified Public Accountant (CPA) Section 3&4
Kca -University (Ruaraka)	2007-2008	Certified Public Accountant (CPA) Section 1&2
Mukaa High school	2001-2005	KCSE mean Grade B (plain)
Masalani Primary school	1993-2000	KCPE 515/700 Marks

COMPUTER LITERANCY

I did system theory and management information systems (CPA unit) besides the basic computer packages namely;

- Introduction and windows
- Ms Word
- Ms Excel
- Ms Access
- Ms PowerPoint
- Ms Dos
- The internet and email
- Page Maker
- QuickBooks and Sage

I have done computerized accounting systems as a unit in Bachelor's degree course and I have worked with different computer systems, accounting software including Sage evolution, Quick books, Tally accounting package and tailor made IRI'S Inventory software.

HOBBIES AND INTERESTS

GAMES: Table tennis and Long tennis and Athletes

OTHERS: Business news and Ventures, Travelling and adventure, online forex trading.

CURRICULUM VITAE

REFEREES

1. Mr. Emmanuel Kithi Kombe
Complex manager, Innscor (k) ltd (Mombasa)
Mobile: 0715 552824

2. Mr. Benjamin Nyamwembe
Chief Accountant, Vapco Construction Company (Mombasa)
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3. Mr. Benjamin Ongeru ,MBA
Finance officer, Central bank of Kenya
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