***Curriculum Vitae***

**Fredrick Masigah Mayabi**

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| **Personal Profile** | |
| A result-driven professional with aspiring progressive career, having demonstrated the ability to prioritize assignments and make effective decisions. I have a high level of accuracy and consistency in all areas of work. Possessing excellent configuration skills and highly successful in helping define company direction and achieving goals. I desire to obtain a meaningful and challenging position that will enable me to learn and gain practical knowledge and skills for the benefit of the organization and me. |  |

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| **Skills** | |
| * **Credit Control:** Proven ability to validate sales revenue, manage invoicing within established deadlines including posting collections, drawing up, records, auditing invoices and performing end-of-month closings. * **Audit:** Skilled in reviewing of finance records to confirm that financial information is accurate and financial transactions are in compliance with established practices, policies and values. * **Analysis and Numeracy**: Proficient at analyzing sets of accounts and financial reports. * **Communication Skills**: Communicates very well both orally and in writing. Possess good presentation skills and people handling techniques. * **Teamwork**: Possess strong commitment to team environment dynamics with the ability to contribute expertise and follow any directives at appropriate times. * **Planning and Organizing**: Ability to identify and prioritize activities and assignments, make necessary adjustments as required; foresee risks and allow for contingencies when planning. * **Flexibility and Adaptability**: I am a flexible team player who thrives in environments that require ability to effectively prioritize and juggle multiple concurrent tasks. I am also very positive, resilient and open to new ideas. * **Computer Skills**: Proficient in ERP- SAP Accounting, Lotus 1-2-3, Microsoft Excel, Pastel, QuickBooks, quicken, Peachtree Accounting. |  |

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| **Work Experience** | |
| |  |  | | --- | --- | | **Dec 2011 to date 2017** | **GS1 Kenya** | | **Position:** Head Credit Controller  **Responsibilities:**   * Team Leader- Credit Control Department. * Upholding Company Credit Policies. * Collection & full charge processing of accounts Receivable including Invoicing & ledgers. * Review and advice on Risk Management- (Credit Risk). * Petty Cash and Cash Management. * Manage Credit Assessment process to ensure that customers have appropriate Credit Limits and are reviewed constantly. * Follow-up and Collection strategies and planning of debt control (Due and Over-due accounts). * Effectively manage accounts/Invoice disputes (Internally and externally). * Debtors Ledger Reconciliation and Receipting Customers Payments and oversee DSO. * Ensure timely and accurate reporting of Receivables and collections. * Improve Company Cash cycle, Cash flow projection and assisting in Budget preparation. * Follow-up on postage (Invoices/ Proforma/ Credit Notes. * Handle Clients Queries/Disputes- Daily and mitigation of debts risks. * Registration of New Clients in books of account. | |  |  |  | | --- | --- | | **Jan 2006 - Dec 2011** | **DB Schenker International** | | **Position:** Finance Officer  **Responsibilities:**   * Full charge processing of accounts Payable/ Receivable including ledgers. * Government Returns (Kenya Revenue Authority)- VAT, PAYE, NSSF & NHIF * Asset Management, Stock Management and Procurement * Netting- (Intercompany Trading transaction and Net off) and Netting report (Payable/Receipts) * Process payment (Foreign and Local accounts) - cheques, EFT, Cash etc. * Aged Analysis * Netting- (Intercompany Trading transaction and Net off) * Billing/Invoicing and Preparation of Proforma Invoice/Credit Notes * Follow-up and Collection-(Due and Over-due accounts) * Receipting Customers Payments (Local and Foreign accounts) * Reconciliation of Debtors and Creditors (Suppliers) ledgers * Filing Return to KRA- (VAT3 and PAYE) * Cash flow projection and assisting in Budget preparation * Follow-up on postage. * Bank Reconciliation. * Work with Legal Department in regards to legal proceeding on Defaulters. * Help in creating audit file during audit period (External Audit) | |  |  |  | | --- | --- | | **Jan 2004 - Dec 2005** | **Ernst and Young Audit Firm, Eldoret** | | **Position:** Audit Assistant  **Responsibilities:**   * Audit assistant work on assigned tasks. * Check and analyze deficiencies in management Controls, duplication, fraud irregularities for Internal control purposes. * Follow-up on recommendation of External Auditor’s reports * Review and file Audit Report * Preparation of VAT, PAYE, NSSF and NHIF summary and summary on withholding VAT for clients. * Weekly reports (client) bank reconciliation, stock movement and stock sheets production summary. * Tracing entries in complete set of books of accounts, accountable documents and registers, debtors and petty cash books, sales purchase day books, general ledger, journal books, bank reconciliation, and debtors. | |  |  | | --- | | **Other Positions Held** | | * **Dec 2002 - June 2003**: Attachment at Nakuru Teachers Saving and Credit Co-operative Society (SACCO) Ltd.  |  |  | | --- | --- | | **Education Background** | | | |  |  |  | | --- | --- | --- | | **2013-2015** | **Bachelor of Commerce, Credit Management Option**  **Attained:** Second Class, Upper Division |  | | Gretsa University - Kenya | Vision Professional College |  |  |  | | --- | --- | | **Currently** | Pursuing CPA Sec 5 & 6 at Vision school of professional | |  |  |  |  | | --- | --- | | **2002-2003** | **CPA Part II (Sec 3 & 4 complete),Kenya Accounting Technician Certificate (KATC I & Final) complete** | | Nakuru School of Accounting- Mwangaza |  |  |  | | --- | --- | | **1994 - 1997** | **Kenya Certificate of Secondary Education**  KCSE | | Shanderema High School | |  | | |  |

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| **Additional Information** | |
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| **Referees** | |
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