## **Robert Victor Chege**

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Develop and avail practical financial and accounting solutions, with unique drive for excellence, success and innovative approaches to challenges within the context of contemporary accounting practices.

###### Core Skills and Competences

* Financial management and reporting.
* Cash flow management and reports
* Budget development, evaluation, monitoring and variance analysis
* Internal controls formulation, implementation and evaluation
* General administrative functions including staff management, procurement and logistics
* Payroll management
* Management of bank accounts and bank reconciliation
* Management of creditors’ accounts
* Stocks and assets management
* Computer applications - Tally, QuickBooks, MS Office Suite, various payroll software, Sun System

**Personal Attributes**

I am resourceful and creative in solving challenges. I focus my energy in establishing the most pragmatic and sensible solution. I also take time to listen and understand the various perspectives given on an issue, being aware that there is always more than one approach to handle any given matter. I am proactive, easily fit in different environments, and always willing to make personal sacrifices for the greater good.

**Academic & Professional Qualifications**

Bachelor of Business Administration (Accounting option) - Kenya Methodist University July 2012

Second Class Upper Division

Relevant coursework:

Certified Public Accountant - Visions Institute of Professionals December 2004

Awarded second runners up prize in Financial Accounting II

Relevant coursework:

**Career Achievements**

**East African Growers Ltd**

* Developing payroll internal control systems. Upon joining the organization, I was tasked with developing controls to enhance transparency and accuracy of payroll processing. My accomplishment in this task in evidenced in the fact that all payroll audits have since then returned a clean bill of health.
* Cash flow management. This has involved matching projected outflows with cash inflows. My major achievement in this area has been to develop weekly and monthly projection, which has translated in reduced delay in settlement of financial obligations, while at the same time giving the management a potent tool for better financial management.
* Developing stock management control resulting in reduced wastages and capital tied up in stocks.
* Revamping the accounts department as a service provider to be more flexible and proactive in meeting the needs both internal and external customers.

**Copy Cat Limited**

* Successfully implemented computerization of accounting functions of the company’s branches. At the time the company had five branches in various parts of the country, and as the accountant in charge of these entities I was tasked with implementing the transition from manual to computerized accounting. This was done within the set timeframe and budget.
* Initiated and implemented stock control system for stocks transferred and held at the branches. This resulted in minimization of stocks losses as well as keeping of proper records.
* Reduced the petty cash turnaround period from more than a week to two days

## **Employment History**

**Senior Accountant Vegetable Division-East African Growers Ltd** March 2009 to date

East African Growers Group of Companies Ltd is in the floriculture and horticulture industries with presence in Kenya, Rwanda and Tanzania. The company’s products are marketed in Europe and the Middle East. The company has three divisions namely Vegetable, Flowers and Fruits Divisions.

**Job Profile**

Reporting to the Finance Manager Vegetable Division

* Preparing Vegetable Division monthly payroll
* Cash flow management
* Preparing yearly budgets and undertaking monthly variance analysis
* Generating financial reports such as profit and loss account and management accounts
* Management of bank accounts and review of bank reconciliation
* Liaising with external offices such as government and labour offices and banks and handling any matters arising thereof and filing of statutory returns such as PAYE, NHIF, NSSF and VAT
* Managing the Division’s petty cash float
* Coordination of audits
* Overall management of the branch accounting operations
* Management of creditors’ accounts

**Accountant – Karuturi Ltd**  May 2008-Feb 2009

Karuturi Ltd is a subsidiary of Karuturi Networks Ltd, a multinational operating in various industries including floriculture, information technology and manufacturing.

The company is in the floriculture industry with presence in Kenya and Ethiopia and was once the leading supplier of red roses to the world market.

**Job profile**

Reporting to Finance Manager

* Generating financial reports including sales, stocks and final accounts.
* Filing VAT, NSSF, NHIF and PAYE returns
* Processing creditors’ accounts, ensuring proper records are maintained and timely settlement of the accounts
* Bank reconciliation
* Capturing financial transactions and verifying their accuracy
* Managing stock and assets system

**Branch Accounts Head-Copy Cat Group of Companies**  May 2005-May 2008

The Copy Cat Ltd is one of the leading companies in East Africa in office automation and provision of office solutions and information systems support. It has branches in various parts of the country as well as offices in Uganda and Tanzania.

**Job Profile**

* Generating of financial statements and final accounts
* Asset management and administration of assets register
* Vouching and verification of accounting entries and procedures
* Overall administration of the petty cash reimbursement system
* Management of stock system
* Procurement and age-wise analysis of creditors.

**Accounts Assistant-Copy Cat Group of Companies** August 2004-May 2005

**Job Profile**

* Passing of accounting transactions into books of accounts
* Preparing payment vouchers for creditors
* Bank reconciliations
* Preparation of petty cash returns for reimbursement

#### **Referees**

Nicholas Ambanya Lawrence K. Gathirwa Bernard K. Ngondo

CEO Head of Finance Tax Manager

Magana Flowers SOS Somalia Kenya Wines Agencies

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