***Curriculum Vitae***

**FRANCIS OCHIENG ODHIAMBO**

P.O Box 600 - 00625 Nairobi, Kenya

Telephone no: 0729020716 Email: francismulambo@gmail.com

|  |  |
| --- | --- |
| **Bio Data** | |
| **Gender:** Male  **Marital Status:** single  **Date of Birth:** 1 June 1988  **Nationality:** Kenyan |  |
| **Personal Profile** | |
| I am a highly dedicated professional with aspiring progressive career. I am self-driven, ambitious, innovative, analytical, a fast learner, and pride myself as a true team player with good interpersonal skills. I possess a great desire and drive to prosper in all work that I venture into. I have also acquired relevant experience, having worked in different organizations. I desire to work in a highly competitive and dynamic organization specializing in providing quality standard to enable me gain exposure in shaping me to face current needs. |  |

|  |  |
| --- | --- |
| **Education** | |
| |  |  | | --- | --- | | **2016-**  **2010-2013** | **Finance and banking ongoing**  **Moi University**  **CPA (K)** | | KASNEB |  |  |  | | --- | --- | | **2005 - 2008** | **Kenya Certificate of Secondary Education**  Attained: Grade B (Plain) | | Kangemi High School |  |  |  | | --- | --- | | **1995 - 2003** | **Kenya Certificate of Primary Education**  Attained: Grade B+ (Plus) | | Uchumi Academy | |  |

|  |  |
| --- | --- |
| **Skills** | |
| * **Accounting Skills:** Knowledge of accounting and bookkeeping terminology and practices; Ability to understand and apply current accounting guidelines, system updates and revisions, and policy changes. * **Financial Skill:** Measuring financial risks and then developing and implementing strategies to minimize that risk. Advising on the financial implications and consequences of business decisions. * **Auditing Competency:** Ability to evaluate and provide reasonable assurance that risk management, control, and governance systems are functioning as intended and will enable the organization’s objectives and goals to be met. * **Interpersonal and communication skills:**I am able to build an understanding of the client needs and concerns, and express these to other members of my team. * **Analytical and Problem solving:** I have the ability to visualize, solve complicate problems in the best way and make accurate and informed decisions. I am able to combine patience, determination, and persistence to troubleshoot issues. * **ICT Competence:** Good command of Microsoft Office tools, QuickBooks, Sage Evolution, Pastel, word processing, data handling and processing, presentation, operating systems and internet. |  |
| **Work Experience** | |
| |  |  | | --- | --- | | **July 2014 – to date** | **Africa internet group(Jumia,jovago, Hellofood,Kaymu,Lamudi** | | **Position:**  Senior Receivables Accountant (East Africa )  **Responsibilities:**   * Reconciling of accounts receivables. * Analysis of customer statements * Helping in Budget preparations. * Ensuring compliance on statutory obligations. * Posting of payments into Navision. * Application of payment to Navision. * Ensuring security of receivables and banking. * Supervising junior credit officers on hotel collections * Tracking of withholding tax. * Preparing invoices. * Month end debtor reconciliations. | |  |  |  | | --- | --- | | **Jan 2014- June 2014** | **SAMCHI TELCOMS** | | **Position:** Finance Assistant.  **Responsibilities:**  Budgeting operation of all 50 countrywide branches  Weekly reports of cash flow, working capital, cash positions.   * Updating transactions into the general ledger. * Debtors and creditors reconciliations. * Filling statutory obligations. * Support internal and external audit processes. * Bank reconciliations. * Payroll * Petty cash management. * Managing over 50 branches in kenya  |  |  | | --- | --- | | **Sept2013 – Dec2013** | **KADET KENYA MICROFINANCE (WORLD VISION)** | | **Position:** Finance assistant  **Responsibilities:**   * Processing soft loans for smes. * Updating entries in the accounting system. * Analyze and update loan payment schedule. * Prepare audit paperwork in accordance with standards and requirements. | |  |  |  | | --- | --- | | **2013 Feb– Aug2013** | **KIIGE AND ASSOCIATES(CPA K)** | | **Position:** Audit trainee  **Responsibilities:**   * Bank reconciliation for various companies. * Preparing Statutory payments for various companies. | | | | |  |

|  |  |
| --- | --- |
| **HOBBIES** | |
| |  | | --- | | Reading articles, watching documentaries, playing football | |  | |  | | **Referees** | | JACKSON KARIUKI  HEAD OF FP&A (MANAGEMENT ACCOUNTANT)  JADE EAST AFRICA  0722498453  githiaka@gmail.com  Mr. PAUL NJEMA  CHIEF ACCOUNTANT  AFRICA INTERNET GROUP  Telephone no: 0722807496  Mr. JOHN ODONGO  CHIEF ACCOUNTANT  LATTICE CONSULTANTS  Telephone no.0724619025 | |  |
|  | |
|  |  |