SUSAN NANJEKHO KHATETE

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| **SUMMARY:**  **KEY SKILLS:**  **ABILITIES:**  **ACHIEVEMENTS:**  **WORK**  **EXPERIENCE:** | A passionate and result oriented Finance professional with over 10 years experience across a range of companies in both manufacturing and service sectors. Analytical with strong systems skills, I specialise in structuring, standardising and streamlining financial reporting processes to provide more accurate and productive systems that enhance data visibility and facilitate better business decisions.  • Financial Planning & Analysis • Accounts Receivables/Payables  • Management Reporting • Statutories  • Change Management • Budgeting & Forecasting  • Internal Controls & Compliance • Payroll Management   * **Corporate Accounting Skills** - Ability to compile, verify, analyse, interpret and disseminate critical financial data (actual, forecast and budgeted) to all major stakeholders and in multiple currencies. Competent in statutory reporting and tax related tasks. * **Systems Implementation** – Successful implementation, analysis and management of new accounting systems and procedures, including systems integration and staff training. * **Communication & Leadership Skills** - Communicate effectively to build relationships both internally and externally, develop strategic partnerships and provide advice at all levels of management. Proactive leadership style to meet strict deadlines and maintain a team under pressure.   • At So They Can - successfully drafted and implemented Cash Handling and Procurement policies. Implemented a new computer software moving financials from Excel to more reliable MIS thereby streamlining administration and financial procedures.  • At Maersk Line reduced the over 90 day aging by over 60% within 2 months.  • At Brookside Dairy was promoted to Cash Books Supervisor due to excellent fraud detection and prevention.  Oct 2016 – Present **Simplifi Networks, Nairobi, Kenya**  *Finance and Operations Manager*  Oct 2014 – March 2016 **So They Can, Nakuru, Kenya**  *Finance and Administration Officer*  June 2012 – Sept 2014 **Kimirobi Enterprises, Nairobi, Kenya**  *Strategy Manager*  March 2010 – May 2012 **Atom tdf Limited, Nairobi, Kenya**  *Accountant*  March 2008 – January 2009 **Patriotic Security Group, Nairobi**  *Credit Controller*  Sept 2005 – Feb 2008 **Maersk Line Kenya, Mombasa**  *Credit Controller*  April 2002 – August 2005 **Brookside Dairy Limited, Ruiru**  *Assistant Accountant* |
| **EDUCATION:** | 2000 – 2001 University of Nairobi  Master of Business Administration (Finance) Coursework  January 2001 – June 2001 Strathmore College  Association of Chartered Certified Accountants (ACCA)Foundation  April – June 2005 Dyer & Blair Investment Bank  Introduction to Investment Banking  1995 – 1998 Kenyatta University  Bachelor of Education (Arts) Upper Second Class Honours  1994 – 1995 Park Lane College, England  BTEC (Business & Technology Education Council) Diploma in Computer Studies  1990 – 1993 Moi Girls’ School, Nairobi  Kenya Certificate of Secondary Education (K.C.S.E) B- |

**I.T. KNOWLEDGE:** • Microsoft Office

• Pastel, QuickBooks, Syspro & Oracle based Accounting Packages.

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