

FREDRICK OGOCHE ONJIKO
P.O. Box 6624 - 00100
Nairobi, Kenya
Telephone: +254 (0)724-716312/789- 222278
E-mail: onjikoism@yahoo.com

CAREER OBJECTIVE

To broaden my scope in Finance/ Administration and Management, while serving with integrity in the same fields, to help meet my and my employer's goals.

TECHNICAL AREA OF COMPETENCIES

- Credit control /Accounts receivables and Accounts Payables.
 - Proficiency with the iTax platform and Taxation Law.
 - Payroll Processing and Management.
 - Vast Knowledge of IFRS's, IAS, ISA
 - Budgeting and Forecasting.
 - Cash flow projection and reporting.
 - Financial reporting and Management reporting.
 - Accounting systems: knowledge in Quick books, Pastel, Sage accounting and MS Office Suite.
 - Hands on experience with ERP system SAP
 - Excellent interpersonal, analytical, presentation, communication and administrative skills.
-

EDUCATION

Bachelor of Business Management, (Currently Ongoing). Sept 2016 – Aug 2018
Moi University

Certified Public Accountant (K)

Visions Institute of Professionals (VIP) July 2002 – Dec 2005

Certificate in Computer Studies

Horizon Business Training Institute May 2003 – July 2003

Kenya Certificate of Secondary Education

Ramba Boys High School (B-) 1997 - 2000

PROFESSIONAL EXPERIENCE

Insteel Limited a member of the Safal Group **Aug 2014 to Aug 2015**
Credit Controller, Reporting to the Finance Manager
And Sales and Marketing Manager.

Duties and Key Responsibilities

- Ensuring that customer's billings are maintained as per the defined credit limits.
 - Ensuring that the credit periods are strictly adhered to.
 - Ensuring the timely collection of payments from all credit customers.
 - Putting together proposals for credit limits, reviewing of the same for existing and new customers.
 - Reviewing the customer outstanding viz the credit limits before authorization for billing.
-

-
- ☑ Approval of advances for any billing exceeding the authorized limits.
 - ☑ Visiting customer's premises regularly to verify the authenticity of the business location and documents provided.
 - ☑ Communication of the collection plan, targets and projections to the Sales Executives.
 - ☑ Preparation and circulation of various reports on a timely basis.
 - ☑ Initiating of the Legal processes for defaulting and non-cooperative customers.

**TNT Express Worldwide (K) Limited, Nairobi
Billing Accountant, Reporting to the Senior Accountant
And the Finance Manager**

**July 2012 to August
2014**

Duties and Key Responsibilities

- Doing bank reconciliations both in dollars and Kenya shillings by the 5th of each Month
- Preparing and processing of payment vouchers for suppliers within the credit periods.
- Reconciling of debtors/ suppliers listings for monthly reporting.
- Writing of cheques upon receipt of duly approved cheques requisitions or under the direction of the Finance Manager in relation to the vote heads for the month.
- Managing the company's M-PESA platform by making postings to the corresponding accounts.
- Ensuring that all billed invoices are dispatched with the consignments and monthly billed customers receive invoice on time.
- Payroll management.
- Issuing of credit notes and Debit notes in case of client disputes.
- Petty cash management.
- Prepare and reconcile Payroll and travel advances for staff.
- Ensuring that Adhoc clients pay before their shipments are delivered.
- Review the budget in relation to CAPEX and maintaining the fixed asset register and various annual contracts including insurances and vehicle leases.
- Preparing monthly reports and returns to the Finance Manager.
- Ensuring that all Statutory deductions are made in time.
- Filling and coding of monthly expense supporting documents as was expensed.

**TNT Express Worldwide (K) Limited, Nairobi
Assistant Credit Controller, Reporting to the Credit Controller**

**March 2011 to June
2012**

Duties and Key Responsibilities

- Acted as a lead to ensure that DSO target of 60 days was achieved and by maintaining timely collections. I did this by implementing a system of efficient debt collection where all debts were categorized and customers offered better terms if they paid within the given time.
- Resolved clients dispute with regards to their accounts by arranging meetings and discussing various payment options that were beneficial to both the company and the clients.

-
- Ensured that all cheques and cash have been promptly and accurately banked to the main bank accounts.
 - Ensured that payments received have been accurately posted as per remittance advices to the various customer accounts.
 - Preparation of weekly and monthly reports of the total collections comparing the outstanding balances.
 - Recommending which customers should be approached legally due to breach of credit contracts.
 - Prepared and submitted periodic provisions for doubtful debts and write offs.

Jencons Scientific Limited a VWR Division (UK)
Assistant Accountant with Office Administration duties,
Reporting to the General Manger Africa and Finance team leader UK

**1st April 2006 to Dec
2010**

Duties and Key Responsibilities

Office Administration:

- Liaising with the office building's facilities management team and relevant external consultants to ensure maintenance issues for company property and office premises are carried out.
 - Maintained an accurate record of all staff at Jencons Africa with regards to their contracts and benefits. I was able to persuade the management to obtain medical cover for all the staffs.
 - Managed and maintained the diary of the company and it is through this that I was able to ensure that all reservations were made in time and travelling Visa were obtained in goodtime.
 - Kept the staff diary in terms of leaves requests filled in time and the travelling staff.
 - Ensured that all travels were authorized and imprests issued to them are properly accounted and balances surrendered back to the accounts department.
 - Ensured compliance to all the statutory regulations and requirements.
 - Was involved in preparation of staff training and development programs aimed at enhancing competency and job suitability.
 - Ensured the company fleet of vehicles and equipment was properly maintained and serviced as required knowing their location and all about how secure they were.
 - Liaising with external suppliers: maintaining contracts, dealing with invoices and raising purchase orders
 - Assisted the accounting department in expense coding and tracking.
 - Reviewed the insurance policies as they fell due and ensured that all assets are adequately insured on a timely basis.
 - Validated calls made out to ensure that they are solely for the purpose of business.
 - In absence of the General Manager, I was responsible of meeting with the clients and ensuring that the company ran smoothly
-

Accounting duties:

- Helped in the registration of VAT, NHIF & NSSF of the company and its staff for statutory deductions.
- Payroll management and remission of various reports.
- Generated invoices and did daily reconciliation of sales report.
- Credit control and debt collection.
- Cheques writing and batching in accordance to the approved voted heads.
- Managed petty cash, acted as a custodian of the cash box, safe and cheque books.
- Banked cash and cheques receipts daily.
- Ensured that all accounts were accurate and presented to the branch accountant by the 5th day of every month.
- Filed and coded of all monthly expense supporting documents.
- Prepared and submitted the statutory deductions -. NSSF, NHIF, PAYE, VAT & withholding taxes.
- Prepared monthly reports and returns to the Branch Accountant & Finance Director.
- Gave all assistance required by the External Auditors for Annual accounts.

MRIS Agency Limited**June 2005- March
2006**

**Accounts Assistant, reporting to the General manager
Duties and Key Responsibilities**

- Production of quotations to customers.
- Generated invoices.
- Followed up payments.
- Management petty cash
- General book keeping.
- Production of monthly reports to the Managing Director.
- Preparation and submission of statutory deductions

REFEREES

Mr. Julius Ochieng',

Human Resource Manager, MRM Ltd,
Insteel Limited ,Safal Group,
P. O. Box 40863 – 00100,
NAIROBI.
Tel: +254(0)731 049925, 786 311500

Email:Ochiengj@mabati.com

Mr. Erick Mbayi,

Senior Accountant,
TNT Express Worldwide Kenya Limited,
P. O. Box 27571 – 00506,
NAIROBI.
TEL: +254 702 211101

Email: Erick.Mbayi@tnt.co.ke

Mr. Shadrack Kioko,

Managing Partner, Kioko & associates,
Certified Public Accountants,Plot47 Rhapta Road
P.O. BOX 2346 – 00100,
NAIROBI.
Tel: +254 (0) 20 2060969/ 0720708636

Email: Shadrack@kioko.co.ke