

CURRICULUM VITAE

PERSONAL DETAILS

NAME: BERNARD IRARA NGINYO

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DATE OF BIRTH: 09/04/1980

NATIONALITY: KENYAN

MARITAL STATUS: MARRIED

PERSONAL ATTRIBUTES

I am a dedicated individual who has a great deal of ambition with exceptional interpersonal skills, a good listener and a creative adept problem solver. I have an inquisitive open mind with great patience and concentration. I am able to multi-task, work under pressure and can perform my duties well in team and also independently.

CAREER ASPIRATIONS

To work in a challenging position with active involvement in a progressive organization that fosters creativity, innovation and responsibility so as to enhance my career development. To apply professionalism and ethical code of conduct with an aim of enhancing progress and efficiency for development.

EDUCATION BACKGROUND

Jan 2003-nov 2005	Achievers professional centre	cpa (k)
February 2003	computer studies	pass
February 1996-1999	leshau high school	B-
JAN 1987-1995	kimaru primary school	489marks

KEY SKILLS AND COMPETENCIES

- outstanding knowledge of accounting profession
- Good interpersonal and communication relationship, management and negotiation skills.
- Ability to achieve strong grasp of operations of various departments within the organization in a short time

- Sound ability to handle multiple tasks, set priorities and meet deadlines

Proficient in Ms Office, excel, access and PowerPoint also tailor –made accounting systems

PROFESSIONAL EXPERIENCE

MAY 2012

SALLYKAH ENTERPRISES

ACCOUNTING AND FINANCE

- Oversee collection activities by billing staff to ensure accuracy and timeliness
- Coordinate with registration staff to ensure compliance in patient cash collections
- Responsible of creating and maintaining corporate accounts data base
- Reconcile corporate accounts
- Produce and analyze account reports to set collection strategy and priorities
- Prepare and reviews aging account reports and makes the necessary decisions on outstanding accounts in accordance with delegated authorities
- Analyze accounts for errors, adjustments and credits and corrects entries when necessary
- Deal with reported errors and issues escalated by billing staff
- Reassign accounts in accordance with delegated authorities
- Participate in monthly closing activities
- Prepare and discusses reports with manager and other senior staff
- Apply accounting policies and best practices within Patient Accounts Receivables
- Participate in the development of corporate accounts especially in areas related to invoicing and payment arrangements
- Respond to escalated patient and corporate issues
- Monitor and reports on monthly performance indicators including invoice throughput, issues identified and resolved, credit notes and adjustments raised
- Communicate effectively with internal and external stakeholders

- Build and maintain relationships with both internal and external stakeholders.

JUNE 2006-APRIL 2012

GERTRUDE'S HOSPITAL

INPATIENT/BRANCH ACCOUNTANT

- Branch reconciliation
 - Cash banking and e.f.t transactions
 - Staff co-ordination and welfare
 - Invoice analysis, compiling and delivery
 - Preparation of daily reports on cash, credit cards and corporate patients' invoices.
 - Final drafts of sales and expenses to be used in balance sheet preparation
 - Preparation of monthly reports on sales, credit and debit transactions within the month.
 - General advice to clients on the issues not covered and exclusions of the insurance companies.
 - Preparation of credit card transactions and banking them accordingly.
 - Preparation of NHIF Rebates.

JUNE 2005-MAY 2006

BUBWA AGENCIES

ACCOUNTANT

- Taxation and internal audit
- Cash and cheques reconciliation
- In-house training
- Final accounts preparation
- Debtors follow-up
- Creditor payments

HOBBIES AND INTERESTS

- Adventuring and Exploring Emerging Opportunities
- General Research and Reading articles/publications
- Attending Professional Forum & Seminars
- Travelling, Interacting, Athletics, Reading novels, magazines/ journals and Meeting new friends.

1. Gilbert njoroge Gertrude's hospital

Credit control

0721360818

2. john k maina

Jubilee insurance

Manager (life insurance)

0721171973

3. eston njoka

sallykah enterprises.

C.E.O

0721207310