

**VISA: TOURIST VISIT VISA RESIDENCE:ABU HAIL, DUBAI**

E-mail: [simon.318977@2freemail.com](mailto:simon.318977@2freemail.com)

Languages: English, Kiswahili

Nationality: Kenyan

Date of Birth: 13th July, 1989

Marital Status: Married

Gender: Male

**EDUCATION**

Bachelor Of Science In Applied Accounting, Oxford Brookes University, United Kingdom, Mar 2012

Bachelor Of Arts (Economics), University Of Nairobi, Kenya, Dec 2012

ACCA Finalist, Association of Chartered Certified Accountants, UK, Feb 2013

Kenya Certificate of Secondary Education, Maranatha High School 2006 Mean Grade: B+

**CURRICULUM VITAE**

**SIMON**

**Executive Summary**

I am highly motivated and result-driven Financial Controller who has over five years of invaluable experience in leading and developing a successful finance team. Skilled in numerous financial and accounting fields, including: preparing annual budgets, monitoring key accounts and cash flow management. Having the ability to handle complex assignments effectively & possessing the confidence to work as part of a team or independently. I am presently looking for a suitable opportunity with a forward thinking company where I can excel, deliver & achieve my potential.

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| **PROFESSIONAL SKILLS PROFILE** | |  |
| Cash flow management | Budgeting and controls | Financial Reporting |
| Investment Analysis | Financial forecasting | Management accounts |
| Trend Forecasting | Accounting Skills | Decision making |
| **WORK EXPERIENCE** |  |  |
| **Financial Controller, ZETECH University** | | **June 2013 - Present** |

* Reduced suppliers’ complaints by 25 percent by evaluating processes and implementing changes to improve cash inflow predictability and visibility, thus improving receivables management and payables scheduling.
* Improved credit terms from 30 days to 60 and 90 days by applying good negotiation skills and extensive local market knowledge. This has greatly improved cash flow planning as well maintain good supplier relationships
* Played a key role in achievement and development of corporate capital assets development plans towards achieving our University Status in September 2014. Managed financial aspects and site contractors to achieve construction of an ultra-modern University Complex worth over US $6,000,000
* Coordinated all aspects of budget preparation, forecasts and business plans and continued monitoring and review of performance against them.
* Managed cash, receivables, payroll, financial reports, and budgets at University Management Board and departmental level
* Developed and maintained good relationships with bankers, insurance companies, directors and customers.
* Advice management regarding accounting processes, findings, and financial performance through preparation and presentation of monthly and quarterly financial and management reports.
* Evaluated, developed and implemented finance department policies, procedures, and departmental operational work instructions to ensure compliance with ISO 9001:2008, international laws and regulatory standards during the ISO certification process.
* Established and managed operations, identification, and effective additions and modification of the ERP for Inventory, Purchases, accounting, payroll and fixed assets module.
* Preparation and co-ordination of annual statutory audits and liaison with both internal & external auditors

**Accountant, Linksoft Group of Companies, RSA** **Oct 2012 to May 2013**

* Advice management through timely preparation and presentation of financial statements and monthly management accounts for improved decision making.
* Reduced parents’/guardians’ complaints by evaluating processes and parents’ needs and implementing changes to improve parents’ relationships, thus improving receivables management.

Page 1 of 2



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**CURRICULUM VITAE**

**SIMON**

* Improved processes efficiency by ensure timely payment of suppliers and bills through an enhanced monitoring of the monthly payment schedules and paying special attention to financial position and due dates.
* Proactively managed staff payroll process timely and accurately and responded to any queries and support on deductions and other staff payroll related issues
* Managed an effective and efficient staff and student medical scheme by ensuring clear engagement terms, timely payments and good relationships with the Insurance companies.
* Reduced fuel costs by 10% by developing and implementing a fuel mileage register
* Managed cash, receivables, payables, payroll, financial reports, and budgets
* Effectively managed procurement processes through maintaining an efficient process from requisition, LPOs, provision to user departments.

**Audit Assistant (Attachment), Anant S. Bhatt & Company Jul 2012 - Sep 2012**

* Perform analytical review of audit documents
* Review client accounting and operating procedures and systems of internal control
* Identify accounting and auditing issues; perform research to solve issues that arise
* Prepare financial statement reports and documentation supporting audit opinions
* Provide recommendations for improved controls and enhanced business efficiency

**Accountant, Mwaki Services Limited** **Aug 2010-Jul 2012**

* Preparing accurate financial statements and monthly management accounts
* Maintenance of cash and general ledgers using the Retailman Point of Sale and Quickbooks accounting software.
* Responsible for Payroll processing, remittance of all statutory deductions, filing returns and taxation
* Maintenance of trade debtors and trade payables accounts including debt collection responsibilities

**Awards & Recognition attained**

Zetech University – Key Player in Implementation of ISO 9001:2008 QMS in 2015 Maranatha High School – Best student, Academic performance, 2006.

**Activities and Interests**

a) Traveling and adventure. b) Reading Novels, Magazines. c) Making and serving friends.

Page 2 of 2