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**UNITED STATES INTERNATION UNIVERSITY, AFRICA**

**Bachalor of Science , International Business Administration-FINANCE**

**(**Currently on going three Semesters to Finish)

* **WHARTON,UNIVERSITY OF PENNSYLVANIA-2016**

Online-1. Fundamentals In Quantitative Modeling

2.Introduction to Spreadsheet Models

3.Modeling Risks and Realities

* **RICE UNIVERSITY-JONES GRADUATE SCHOOL OF BUSINESS-2016**

Online-1.Basic Descriptors Statistical Distributions and Application to Business

2. Introduction to Data Analysis Using Excel

**EDUCATION**

**BACKGROUND**

**CERTIFICATIONS**

* **STRATHMORE UNIVERSITY –KENYA ACCOUNTS AND SECRETARIES BOARD(KASNEB)**

CPA-PART 1-2006

CPA PART 2-2006

* Certiicate of Proficiency in Insurance by Association of Kenya Insurers-2014
* Leadership and Management Upping Skills by Edge Consultants-2011
* Customer Relations Management and Personal Productivity Skills-2011

**April 2014 to Date: NGEI PHASE II RESIDENTS ASSOCIATION**

ADMINISTRATOR

RESPONSIBILITIES:

* Managing Financial Accounting of the Association
* Colleting cash and Issuing Receipts to paying Residents
* Presenting Cash and Bank Reconciliations to the Management
* Creating a Budget for anticipated Expenses
* Organizing and Supervising the Security Team.
* Handling day to day Occurrences
* Ensuring Logistics of Beautification and Greening of the Estate

ACHIEVEMENT

Managed to lobby National Lighting(KPLC) Company to put up Streetlights for the whole Estate

April 2014 to Date **OLD MUTUAL LIFE INVESTMENT COMPANY KENYA**

**INDEPENDENT FINANCILA ADVISOR**

RESPONSIBILITIES

* Offer Insurance and Financial Investments Solutions
* Do a risk analysis for client and advice on best form of Investment
* Carry out an Individual’s strategic plan to meet future financial objectives
* Maintain accurate repots of my clients’ portfolios
* Seeking out leads for new clients

October 2015-February 2016**-KHULISA MANAGEMENT SERVICES**

RESEARCH CONSULTANT

This is a South African Data Company hired by Bill and Melinda Gates Foundation to carry out Data Quality Management in Kenya, Uganda and Nigeria where its sponsors various health based programs.

RESPONSIBILITIES

* This was a two part job that involved data analysis and verification of reports sent to the Foundation by the Franchise medical centers from their Affiliates.
* The second part was to read data collected from reports and draw up the correlation HIV infections and Cervical Cancer from different regions.
* My work here was to analyzing and reporting on Financial systems of the sponsored health facilities

TRAINING AND

DEVELOPMENT

WORK

EXPERIENCE

* The method adopted by Khulisa Management was a structured interview with the owner of the sponsored institutions as well as other process owners within the medical centers.
* We also had to do a complete review of the financial systems and electronic systems that assist them in their work.
* We then had to compile detailed reports in a template provided. The point of the exercise was to answer specific research objectives thus the template.
* The report also included a detailed description of problem areas as detected and compiling a preliminary report to the Franchise companies on implementations of solutions that would help strengthen systems
* The report was also shared with the health Facilities owners and strategic partners for grass root implementation.

2009-2012-**ACCESS KENYA GROUP(INTERNET SOLUTIONS)**

**Team Leader-Credit Control Department (Accounts Receivables)**

RESONSIBILITIES

* Supervise a team of ten credit control officers.
* Set daily targets for collections which were based on overall target given to my team by the CFO.
* Analysis of the credit level of the section and craft creative methods of getting the money into the company.
* Analyzing large corporate buyers on their ability to meet their obligations long term.
* Maintain records of past dealings with specific clients who had service problems and we and to issue big credits to retain them. The point of this wa not to lose money for similar problems from this and other similar clients.
* Carry out negotiations with big clients on large debts and coming up with smart pay plans.
* Acted as liaison person in the clients finance department as well as IT department.
* Dealt with the most difficult clients who refused to pay for services .
* Send daily reports on collections as well as expected collections for future dates.
* Keeping client information confidential as well as companies.
* Identifying clients who were

ACHIEVEMENTS

* From the time I took over as team leader the average collections went from Ksh. 2.5 million a month to over Ksh. 30 million a month mostly due to an efficient collection method conceived by myself as well as sales growth.
* Was instrumental in the transition FROM a manual financial system that involved a lot of work to new financial software (ALLEPO. Initially our Financial software (Microsoft Dynamic NAV) could not be linked to clients internet account. ALLEPO solved this problem.
* Stream lined the RECEIVABLES Department by creating methods of identifying client who were not being billed.
* Saved the company millions by demanding for equipment held by clients who were disconnected be returned. The company saved money they had put aside to buy new equipment.

2007-2008-ACCESSKENYA GROUP (INTERNET SOLUTIONS)

Credit Control Officer

RESPONSIBILITIES

* Posts customer payments by recording cash, checks, and credit card transactions.
* Posts revenues by verifying and entering transactions form lock box and local deposits.
* Updates receivables by totaling unpaid invoices.
* Verifies validity of account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments, and from customers;
* Resolves valid or authorized deductions by entering adjusting entries.
* Resolves invalid or unauthorized deductions by following pending deductions procedures.
* Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department.
* Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable
* Business Process Analysis
* Financial Accounting in IFRS
* Account Receivables
* Accounts Payables
* Interpersonal Skills and ability to work in a Multicultural organization
* Ability to Communicate concisely on matters affecting Work
* Problem Solving Skills
* Management of Department and people within it.
* Good ability for innovation and open minded approach to problem solving.
* Off-Shore Investment analysis of best investment criteria.
* Big Data Analysis on Excel and BIG data manipulation
* Proficiency in the use of SAGE accounting system(Experience)
* Proficiency in the use Microsoft Navision Accounting System(Experience)
* Proficiency in the use of SAP(Experience)
* Proficiency in the use of Quickbooks(Experience)
* Sales and Client Management
* Priority(KEY) Client Management
* Interest in Python programing
* Financial Assets Optimization

SKILLS

Association of Kenya Insurance Agents

MEMBERSHIP