**JACQUES**

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**Email:** **jacques.343272@2freemail.com**

**Personal Details**

* Date of Birth: 1977
* Nationality: Congolese
* Languages: French, English, Lingala & Swahili

**Professional Profile**

I am a finance, accounts, ICT and administration specialist offering more than 10 years experience in finance operations including internal/external processes as well as IT and logistics departments. I have a thorough knowledge on principles, procedures and practices of accounting and financial records and transaction coupled with an ability to lead teams, determine procurement and logistical needs to ensure that departmental processes run at maximum efficiency. I am looking for a role in your organization that will ensure that all your objectives are achieved.

**Education/Professional Qualifications**

* Diploma in Computer Engineering Bridge College, Nairobi Kenya, 2006
* Certificate in Computer Applications, United Methodist Communication and Training Center Nairobi Kenya, 2003
* Certificate in Elementary English, Blanes College Secretarial Nairobi- Kenya
* Degree In Commercial and Financial Science, Major Accountancy, InstitutSuperieur De Commerce- Kinshasa, DR- CONGO, 1998-2001
* Kin Business Center- Certificate in computer applications (French Version)
* High school Diploma (State Diploma), major, - Commercial and Administrative Section, College Jean- Jacques Rousseau, Kinshasa D.R.C, 1990-1997

**Key Skills, Competencies/attributes**

* Excellent hands on managementskills with an ability to sustain and lead teams to accomplish objectives
* Ability to communicateconfidently, clearly and expressively in English and Swahili languages
* Hands of experience on Administration and HR functions and processes, adept at determining and implementing training needs of other staff as well as recruitment, disciplinary actions, performance management and appraisals
* Accustomed at playing a range of senior procurement and logistics roles in an organisations
* Ability to use MS Office suite and other computer applications

**PROFESSIONAL EXPERIENCE**

**Logistics Coordinator**

**Emm& Bee Company Ltd, 2011-2016**

**Duties and Responsibilities**

* Coordinate and monitor supply chain operations
* Ensure premises, assets and communication ways are used effectively
* Utilize logistics IT to optimize procedures
* Recruit and coordinate logistics staff (e.g. truck drivers) according to availabilities and Requirements
* Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs
* Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual Satisfaction
* Plan and track the shipment of final products according to customer requirements
* Keep logs and records of warehouse stock, executed orders etc
* Prepare accurate reports for upper management

**Assistant Treasurer**

**Congolese Diaspora of Kenya, 2010- 2008**

**Duties and Responsibilities**

* Reports directly to Corporate Treasurer
* Assists in the preparation of financial reports

**ICT Personnel**

**Jacques Grande Cyber, Kirichwa Road, 2010- 2008**

**Duties and Responsibilities**

* Run the business in the most profitable and successful manner.
* Create new strategies of marketing; retain customers as well as customer referrals
* JG Cyber supplies internet& other services to the offices around and other customers in the neighborhood.

**Secretary**

**Permanent Committee of Francophone in Kenya, 2009-2008**

**Duties and Responsibilities**

* Undertake Administrative duties of the organization.
* Assists in the absence of the Chairman
* Prepare the agenda for the Executive Committee and General Assembly.

**Assistant Treasurer**

**Permanent Committee of Francophone in Kenya, 2008-2006**

**Duties and Responsibilities**

* Assist the treasurer in performing his duties and assume the treasures’ duties in his absence.
* Create financial statements, implementing& communicating the policies to the general assembly.

**Marketing Executive**

**I.D.E.A Kenya Ltd Tours and Travelling Agency, 2006-2009**

**Duties and Responsibilities**

* Selling holidays directly to customers
* Organizing bespoke holiday packages for customers
* Liaising with travel agencies and direct customers
* Carrying out administrative and booking tasks

**Attachment at SYCSO net Revlon Plaza Nairobi/Kenya, 2006-2007**

**Duties and Responsibilities**

* Computer repair & Maintenance
* Troubleshooting
* Software Installation

**Assistant Supervisor (Sales, Stock and Logistic Department)**

**Reseau des CantinesPolulaires(Office of The President) Kinshasa/Congo, 2001-2002**

**Duties and Responsibilities**

* Secretarial support for the operation
* Maintaining vehicle records and other department duties
* Organizing the inventory of stock and sales from the central warehouse
* Inputting stocks entries into a computerized system.
* Forecasting support and monitoring
* Supplier liaison regarding supply, service and quality issues
* Allocation support & generation

**Cashier**

**Reseau des CantinesPopulaires(Office of the President) Kinshasa/Congo, 2000-2001**

**Duties & Responsibilities**

* Carrying out cash counts on a regular basis
* Checking that the receipts and payments are genuine and that they are properly documented

**Accountant in training**

**Reseau des CantinesPopulaires(Office the President) Kinshasa/Congo**

**Duties and Responsibilities**

* Carrying out the monthly closing operations of the accounts
* Checking the monthly book- keeping

**Research and Publications:**

* Thesis, Institut Superieur de Commerce, Kinshasa, DRC, 2000
* The impart of accounting service in the stock management of industrial and
* Commercial enterprise, 1997-1999
* Did a research with UTEXAFRICA
* Reseau des CantinesPopulaires( office of the Prsident) Kinshasa Congo, 2000-2001
* Report on accountancy & training

**Hobbies and Interests**

* Travelling
* Swimming
* Meeting new friends