Curriculum Vitae

# Personal details

**Names :** Albert

Albert.367321@2freemail.com

# CAREER SUMMARY

A highly dependable financial accountant professional with over 5 years’ experience in both private and public sectors.

# SKILLS

## Key Competencies

General Ledger Accounting

Budgeting & forecasting

Financial Analysis

Financial Planning

Inventory Costing

P&L analyses

Variance reporting

Margin analysis

Query resolution

Management Accounting

Computer literacy; MS Office, QuickBooks, Tally

## Personal

Communication

Willing to serve others

Polite and friendly

Clean and neat

Team player

Healthy and fit

Able to thrive under pressure

Flexible in working patterns

## Languages

English

Swahili

Basic Arabic

# INTERESTS

Reading Classical Literature

Outdoor Sports

Wildlife Conservation

# Work Experience

**Apr 2014-Jan 2017** **NADIA TRAVEL LTD - Nairobi, Kenya**

**Credit Control Manager**

 Duties:

* Generating debtors listing and supervision of the credit control team.
* Presiding over the over 60days old debtors meeting and coming up with collection strategies.
* Training users on system use.
* Debtor’s reconciliation & generating different customer reports.
* Making sure all ticket, tour & car sales are properly invoiced & invoices submitted to clients on time.
* Innovation – coming up with better ways of doing things to improve efficiency, productivity and profitability.
* Cash Flow forecasting & management.
* Formulation and review of credit policies and terms with customers.

**Jan 2009-Mar 2014 EXPRESS TRAVEL GROUP LTD - Nairobi, Kenya**

**Senior Accountant**

 Duties:

* Generating different customer MIS reports as per the SLA’s.
* Following up on ADMS and ACMS and taking appropriate action
* Processing of refund notices and applications through BSP link.
* Assisting travel consultants with any invoicing issues and training them when necessary on BSP procedures.
* Raising credit notes after necessary approvals.
* Debtors’ reconciliation.

**Oct 2007-Dec 2008 GOING PLACES Limited - Nairobi, Kenya**

**Accountant**

Duties:

* Credit control
* BSP reconciliation & other creditors/ Accounts payable reconciliation and payments.
* Following up on ADMS and ACMS and taking appropriate action
* Processing of refund notices and applications through BSP link.
* Bank reconciliation and audit preparation.
* Back office overall support on E-Travel

**Jan 2007-Sept 2007 JET TRAVEL LTD - Nairobi, Kenya**

**Accountant**

Duties:

* BSP reconciliation & other creditors/ Accounts payable reconciliation and payments.
* Following up on ADMS and ACMS and taking appropriate action
* Processing of refund notices and applications through BSP link
* Cashiering duties
* Accounts receivables and debt collection

# Education

**2014-2015 Career Training Centre (IATA Training & Development) - Nairobi, Kenya**

* IATA Diploma In Travel and Tourism Management

**2004-2006 Newport International University (Kenya Campus)- Nairobi, Kenya**

* Bachelor of Business Administration. (Finance Major)

**Bugema University- Kampala, Uganda**

* Diploma in Business Administration (DBA) (Finance Major)

References to be provided upon request.