

**DAN**

**EMAIL:** [**dan.383310@2freemail.com**](mailto:dan.383310@2freemail.com) **DUBAI, UAE**

**PROFESSIONAL SUMMARY**

Highly organized and independent; able to effectively coordinate tasks to accomplish projects with timeliness and creativity.

**HIGHLIGHTS**

* Familiarity with computers, word processing and spreadsheets.
* Experience in fast paced and high-profile work.
* Strong verbal and written communication.
* Attention to detail and highly development sense of organizations.
* Self-motivated professional with Customer service Skills.
* Eager to meet challenges and assimilate new concepts.
* Personable individual whose strengths include cultural sensitivity.

**WORK EXPERIENCE**

Company: **RSA LOGISTICS DWC-LLC**

**Tally Clerk**

Tenure: May 2017 to till date.

Company: **RAPID KATE SERVICES LTD-KENYA**

**Accounts Clerk**

Tenure: July 2014 to April 2016

**ACHIEVEMENTS/TASKS**

**RSA LOGISTICS DWC-LLC**

* Managed warehouse operations with RF Gun Scanner, including shipping and receiving as well as inventory control
* Assist the supervisor in the coordination of shipping and receiving goods and scheduling workloads
* Implemented and reinforced RSA-logistics policies and warehouse safety guidelines.
* Organized and performed routine inventory checks.
* Maintain the quality in the warehouse and keeping track of all damage inventory then report to the supervising manager
* Preparing daily report for the warehouse activities and sharing with OPS manager on a daily basis
* Maintain records of inbound and outbound transaction.

**RAPID KATE SERVICES LTD- KENYA**

* Maintained integrity of general ledger, including the chart of accounts.
* Prepared accurate financial statements at end of the quarter.
* Reconstructed accounting records from clients’ checks and Cash receipt.
* Reviewed collection reports to determine the status of collections and the amounts of outstanding balances.
* Filed tax returns and prepared governmental reports in compliance with strict standards.

**ACADEMIC QUALIFICATIONS**

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| **CERTIFIED PUBLIC ACCOUNTANT** | | | **AUGUST 2016 – APRIL 2017** |
| KASNEB | | |  |
| Professional Accounting Course. Completed CPA PART I & II (SECTION 3) | | |  |
| **BACHELOR OF BUSINESS ADMINISTRATION** | | | **SEPTEMBER 2010- JULY 2014** |
| KENYA METHODIST UNIVERSITY | | |  |
| Major in Accounting and Minor in Finance | | |  |
|  | **CERTIFICATIONS** |  |  |
| **HABC LEVEL 2 INTERNATIONAL AWARD (08/2017 – Present-DUBAI)** | | |  |
| Emergency First Aid at work award. | | |  |

* Providing appropriate first aid for minor injuries (including small cuts, grazes and bruises)

**PERSONAL PROFILE**

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| Nationality | : KENYAN | |
| Date of Birth | :20/12/1991 |  |
| Languages | : English, Kiswahili | |
| Marital status | : Single | |
| Visa Status | : Employment | |
|  |  | **DECLARATION** |

I hereby declare that the details furnished above are true to the best of my knowledge.