**DAVID**

David.382295@2freemail.com

Languages spoken and written: English and Spanish

**Accounts Personnel / Financial Analyst.**

**PERSONAL SUMMARY**

A confident, highly resourceful and reliable accounts personnel and a financial analyst with an in depth understanding of accounts packages and an excellent know how of International accounting and financial requirements and standards. An experienced administrator flexible in the ability to adapt to challenges when they arise while remaining aware of professional roles and boundaries.

## PROFESSIONAL EXCELLENCE

**The Parliament of Kenya, 1st March 2013-31st March 2018. ( Parliamentary Investments Committee and Committee on Implementation.)**

Accounts Clerk and An Administrative Assistant.

**Duties.**

* Oversight of Government on public spending as well as reconciling the spending of these public offices as allocated by the government.
* Maintained the two parliamentary committee’s accounting ledgers by posting monthly account transactions
* Reconciled all travel and sitting allowances for Members of Parliament within the two committees with parliamentary books of accounts and attending to other duties as assigned.
* Provided extensive clerical and administrative support to department staff
* Generated reports detailing various metrics and account information
* Created expense reports, budgets and filing systems.

**Dodhia Packaging LTD. Nairobi Jan 2011- Jan 2013**

Key Accounts Personnel reporting to the Chief Accountant

**Duties**

* Did all the cash and bank reconciliations
* Made sure the payables and receivables accounts were updated and as required by the company
* Issued cash sales and cash receipts on cash sale of goods.
* Processed credit notes and analyzed sales data
* Processing customer invoices.
* Monitored customer account details for non-payments, delayed payments and other irregularities.
* Ensured timely collection of monies due to the company
* Maintained financial security by adhering to internal accounting controls.
* Liaised with the bank on direct deposits from customers and clearing of payments

**AREAS OF EXPERTISE**

* Accounting packages and procedures
* Financial planning
* Financial modeling capabilities
* Inventory Control
* Corporate tax planning and filling of returns knowledge
* ERP (Enterprise Resource Management) expert.
* Advanced knowledge of MS office suite.
* Good knowledge of SAP software and QuickBooks

**PERSONAL SKILLS AND COMPETENCIES.**

* Relate and work well with people from multicultural backgrounds
* Skillful in problem solving and a critical thinker
* Team player with the ability to manage, motivate and lead a team
* Excellent interpersonal and customer service skills
* Excellent work ethic
* Detail and result-oriented.
* Proficient in Cash handling and management
* A quick learner

**ACADEMIC QUALIFICATIONS**

***Bachelor of Science in International Business Administration 2006-2010***

United States International University, Africa (USIU) Nairobi Kenya

**Major:** International Business Administration

**Concentration:** Finance

***High School Certificate***

Moi Forces Academy – Mombasa, Kenya. Grade B plain.

***Referees upon request***