

Richard Kihoro Mburu

Telephone no: +254 712 290 003 Email: mbururichardk@gmail.com

Bio Data

Gender: Male

Marital Status: Married.

Date of Birth: 13th April 1991

Nationality: Kenyan

Personal Profile

Highly ambitious and resourceful professional with a progressive career. I am self-driven, ambitious, innovative, analytical, a fast learner, and pride myself as a true team player with good interpersonal skills. I desire to work in a highly competitive and dynamic organization specializing in providing quality standard to enable me gain exposure in shaping me to face current needs.

Education

Attained: Degree in Bachelors of Commerce, Finance Option

2010 - 2016 (Second Class Honors)

Kenyatta University

Kenya Certificate of Secondary Education

Attained: Grade B Plain

Kiserian Junior Seminary

Kenya Certificate of Primary Education

1998 - 2005 Attained: 337 Out of 500 Marks

Nyamweru Primary School

Professional

Training

➤ **2009- 2010:** Computer Packages at St Lwanga Catholic Computer College

Skills

➤ **Financial Skill:** During my studies at Kenyatta University, I gained skills in measuring financial risks and then developing and implementing strategies to minimize that risk. Advising on the financial implications and consequences of business decisions.

➤ **Accounting Skills:** Fully qualified in accounts with superb hands on experience gained in accounting roles at Kenya Tea Development Agency (KTDA). Excellent in preparation of monthly and annual statements, payroll processing and all other accounting practices.

➤ **Priorities and Decision-making:** While working at Josmis Company Limited as a Sales Executive, I got a successful record of accomplishment in setting priorities; keen analytic, organization and problem solving skills that support and enable sound decision making.

➤ **Analytical Skills:** Also, while working as a sales executive at Josmis Limited, I was able to gain these skills by recognizing areas of weaknesses requiring improvements and

makes recommendations to the management for consideration, approval and implementation.

- **Communication Skills:** I am an excellent communicator who effectively conveys information both verbally and in writing. I am also a keen listener and gives prompt feedback.
- **Planning and Organizing:** Through my work experience, I gained skills of refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner.

Work Experience

24th June 2024 to date

ISAT AFRICA KENYA LIMITED

Position: GENERAL ACCOUNTANT

Reporting - Making dairy, weekly and monthly reports. Three month cashflow forecast and financial statements.

Budgeting - Start next year Company budgets and have approved by december

Statutory Compliances - Comply with all statutory deadline as per statutory matrix and facilitating statutory audit from any Government agency.

Internal Control & Governance - Continously adhere to policies and facilitate interim and Annual audit respectively.

Treasury management - monthly bank reconcilaiton and dairy cash & bank balance review.

Procurement Management - ensures competitive pricing has been arrived at before approving the purchase requisition and that any capex procured is in accordance with the approved budget.

Receivable management (A.R) - Daily customer reconcilliation and collection of out standing balance, maintain updated MRR report and monthly annuity billing

Payables management (A.P) - ensure all supplier accounts are reconciled before payment and paid in time.

Inventory Management - Physical stock count and ensure that we don't have stock out at any given time

Fixed asset management - Ensures proper tagging of all the compnay assets and regular physical verification of all the asstes and have GIS location mapping. Approving of Capex in line with approved budgets

General monthly review

1st March - Nov 2023

QUICKMART LIMITED

Position: PAYABLES ACCOUNTANTS

- Check the accuracy of invoices
- Input and code invoices to the cost centre
- Process invoices
- Match Invoices with Purchase Order (if applicable)
- Send invoices to the Manager for payment approval
- Schedule pay runs based on standard company payment terms
- First point of contact with Debtors chasing payment of invoices
- Verify and process employee expense claims and manage the approval and payment process
 - Update and maintain vendor database in a timely manner
- Perform reconciliations including supplier statement reconciliations, credit card reconciliations and more
- Support the month-end process by providing supporting documentation for month-end journals
- Report on Aged Payables plus other ad-hoc reporting where applicable
- Identify improvements to the accounts payable process

1st June 2019 - 28th Feb 2023

QUICKMART LIMITED

Position: BRANCH INVENTORY LEAD

Responsibilities:

- Performing counts and ensuring all inventory is accounted for and reported according to Quickmart Ltd policy.
- Maintaining adequate inventory levels to meet customers demand.
- Managing cycle counts of product inventories on regular basis.
- Investigating and correcting discrepancies in reported quantities of all inventory.
- Monitoring deliveries schedule and customer orders.
- Placing and receiving orders in a timely and accurate manner.
- Filing claims when defective products are discovered.
- Coordinating with customer service and logistics department.
- Check date sensitive products for expiration and facilitate removal or transfer of product as needed.
- Performing process and system testing and track performance to locate and solve problems in data integrity, productivity and efficiency.
- Also training and raising awareness of asset inventory management to other employees.
- Ensure trusted relationships with suppliers to ensuring quality service and cost effective deals.

Nov 2017 - Dec 2018

RAMBO RESOURCES LTD

Position: ACCOUNTANT & DATA ANALYST

Responsibilities:

- Receiving and processing invoices and making sure office bills are paid in time.
- Preparing payroll and making sure all deductions are correctly deducted.
- Performing basic book keeping function
- Making sure all the expenses and banking are correctly posted in the CRM system.
- Helping with the accounts reconciliation through balancing with the cashier's office.
- Coming up with strategies on how to stop or rather reduce losses.
- Helping to reduce expenses.
- Analyzing the machines data.
- Entering the data into the system
- Making sure the correct amount collected is deposited into the cashier's office.
- Preparing reports for teams' analysis.

Jan 2017 – May 2017

Kenya Tea Development Agency (KTDA)

Position: Intern (Accounts Assistant Trainee)

Responsibilities:

- Receiving and processing all invoices and requests for payment.
- Managing payment to suppliers and making sure they are paid in time.
- Assisting with handling and issuing cheques payments.
- Performing basic book keeping functions.
- Helping in the preparation of accounts reconciliation.
- Performing daily postings and ensuring all entries are properly documented.
- Managing petty cash transactions.

- Calculating and making sure those taxes are well deducted including the VAT, withholding taxes etc.
- Assisting with the preparation of monthly financial accounts.

May 2016 to Aug 2016 Caritas

Position: Accounting clerk/Sales (Intern)

Responsibilities:

- Research, track, and resolve accounting problems.
- Issue cheque for accounts payable.
- Record business transactions and key daily worksheets to the general ledger system.
- Support accounting personnel.
- Input type vouchers, invoices, cheque, account statements, reports, and other records.
- Provide front desk customer service.
- Contact individuals with delinquent accounts.
- Visiting groups and selling the cooperative's products and services.
- Educating and advising customers about our loan products and how they can benefit from them.

2013 to 2015 (May to Aug) Josmis Suppliers Company Limited

Position: Sales Intern

Responsibilities:

- Presenting and selling company's products to current and potential customers.
- Following up on leads and referrals resulting from field activities.
- Participating on marketing events such as seminars, trade shows and telemarketing events.
- Follow up for collection of payments.
- Preparing a variety of status reports including activities, closings, follow up and adherence to goals.
- Identifying and resolving clients concerns.

Additional Information

Position of Responsibility

- 2015 to Date: Chairman of ZALSAJ Youth Group

Trainings

- Nov 2013: Certificate of Student Training for Entrepreneurial Promotion (STEP) By UNESCO, Kenyatta University and University of Luneburg.
- Aug 2015: Certificate of Attendance at **Centonomy Campus Edition on Personal Financial Management**

Hobbies and Interests

- Participating in Community projects.
- Youth Empowerment.

Referees

Mr. John Mburu Gicheru
Finance Manager
ISAT Africa Kenya Ltd
Tel: +254 725 309 715
Email: johnmburu86@yahoo.com

Mr. Michael Nhkoma
Operations Manager
ISAT Africa Zambia Ltd
Tel; +260 967 214 185
Email: michael@zm.isatafrica.com

Mr. Daniel Kuria,
Utawala Express Branch Manager.
Quickmart Limited.
Mobile; +254 780 317 892
Email; bm_utawalaexpress@quickmart.co.ke