

DENNIS KYALO SILA

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CAREER AND PERSONAL OBJECTIVE

A highly resourceful professional who is result-oriented, an enthusiastic team player conversant with financial accounting standards seeking to constantly upgrade my skills with a willingness to work under changing and difficult circumstances driven by a sense of urgency to meet deadlines while implementing client focused organizational development strategies to the fullest extent as I support individuals and incorporate growth.

SKILLS AND COMPETENCE

- Excellent communication and interpersonal skills.
- Excellent negotiation skills.
- Excellent numerical skills
- Good working knowledge of sales and profits margins improvement
- Good working knowledge of cost reduction strategies
- Excellent grooming and presentation skills
- Excellent networking and customer service skills.
- Proficient in Quick books
- Proficient in Microsoft Office suite: excellent knowledge of MS Word, Microsoft Outlook, Excel, PowerPoint, Databases, Spreadsheets and the Internet.
- Fluent in spoken and written English, Kiswahili.
- Analytical and time management skills.
- Ability to work under minimal supervision.
- Able to drive manual vehicles license BCE

WORK EXPERIENCE

April 2019 to date: Farming
Small scale farmer

Sept 2016 - Jan 2017: Safaricom Kenya
Position: Regional Supervisor- Lipa na M-pesa panel Installation

Duties:

- Managing day to day workflow per each panel installed
- Creating and managing team schedules
- Ensuring that each panel is properly installed and functions well
- Confirm all the till numbers in each panel installed matches correctly with the clients till number
- Record photographic pictures of each panel installed
- Identify and note the number of all non functioning panels

Apr 2010 - Jun 2016: International foreign trade company Limited

Position: Sales Representative

Duties:

- Recording daily purchases and sales, updating daily debtors,
- Preparing daily weekly and monthly profit and loss statement and preparing vat return
- Preparation of cost and management reports.
- Tracking stock movement and production.
- Stock reconciliation and resolving stock variances.
- Invoice verification

Feb 2008- Feb 2009: Kenya Airways

Position: Customer Service Agent

Duties:

- Reviewing and verifying travel documents
- Accurately record and maintain client information and document details
- Implement quality control measures to minimize errors and ensure accuracy of all travel documents processed
- Keep abreast of changes in travel regulations and documentation requirements, updating internal procedures accordingly
- Prioritize and meet documents processing deadlines to accommodate clients travel plans and itineraries
- Address and resolve any issues related to travel documents, such as delays, discrepancies or rejections by coordinating with relevant authorities and agencies

EDUCATIONAL BACKGROUND

- 2017: Ninety Nines Flying School
 Private Pilots License
- 2008: East Africa school of aviation
 In flight Attendant Course
- Professional Business College Nakuru
 Computer packages
- 2007: Masii Boys High School
 Kenya Certificate of Secondary Education, B- (minus)

PROFESSIONAL QUALIFICATIONS

- Vision institute of professionals - CPA level 1, 2010

AVAILABILITY

Available immediately

REFEREES

Dr. Eric Omagwa
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