

Ngeno Hesbon
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Certified Public accountant with knowledge of ledger processes, financial reporting, account reconciliations. Possess a Bachelors with a major in Accounting. Aspiring to utilize my strong organization skills, accounting expertise, experience and attention to details to support a structured finance department.

PERSONAL DETAILS

YEAR OF BIRTH : 1996
RELIGION : Christian
NATIONALITY : Kenyan
GENDER : Male

CAREER OBJECTIVE

- To provide quality professional service guided by the values of professionalism, efficiency and teamwork.
- To work in a Dynamic and challenging environment where I can explore my abilities, skills and realize my full potential in order to achieve organization's goals.

AREA OF EXPERTISE

- General Ledger maintenance Audit and Internal controls examination.
- Receivables and management
- Inventory Control

PERSONAL SKILLS & COMPETENCIES

- Computerized Accounting packages; QuickBooks, Ms. Office
- An in-depth knowledge of The Generally Acceptable Accounting Standards.

EDUCATION

AWARD

Sept 2014 – Dec 2018	Cooperative University	Bachelor of Cooperative Business (Accounting Option)
Feb. 2010 – Nov 2013	Tenwek High School	Kenya Cert. of Secondary Education (K.C.S.E.) - Attained M.G: B (Plain)
Jan. 2000 Nov.2009	Johnches Academy	Kenya Cert. of Primary Education KCPE - (387) Marks

PROFESSIONAL CERTIFICATION

2024: Certified Public Accountant-CPA Part 1
2014: Computerized Accounting packages, Excel and Microsoft office

PROFFESIONAL

June 2023– To Date : Internal Auditor.

: Baus Opticals

Key Responsibilities

- Examination of books of accounts to ensure accuracy.
- Spending and budget monitoring.
- Audit and analysis of financial results.
- Financial forecasting and risk analysis.
- Consulting to reduce costs and increase profits.
- Compilation and presentation of financial and budget reports.
- Ensuring that financial statements and records comply with laws and regulations.
- Keeping books and systems up to date.

Feb 2021 – To May 2023 : Receivables Accountant /Credit controller

: Optica Ltd.

Responsibilities

- Coordinating with billing team to ensure insurance and NHIF billing system is adhered to.
- Regular training of billing team to ensure no claim is disputed or rejected.
- Evaluating new credit requests and conducting client credit checks.
- Managing and collecting debts from company debtors.
- Requesting for remittances, allocating payments, doing sign off or sharing statements to debtors.
- Setting up the terms of credit for new clients.
- Reconciliation and ensuring healthy cash flow by maintaining acceptable credit limit

**Sept 2019 – Jan 2021 : Assistant Accountant.
: Shirland Energy Ltd.**

Key Responsibilities

- Preparing debit and credit notes.
- Booking and recording all purchases made in the system.
- Monitor accounts payable and receivable aging to ensure payments and receipts are up to date.
- Preparing monthly financial reports.
- Ensure compliance to all the relevant taxes that includes VAT, withholding tax, PAYE and other payroll statutory deductions
- Prepare month-end account reconciliations and post transactions to the general ledger

PERSONAL ATTRIBUTE

Honesty, teamwork, hard work, diligence, confidentiality and integrity

HOBBIES AND INTEREST

- Making friends, travelling and listening to music

REFERENCES

Please feel free to contact the under mentioned regarding my competence, work ethic, and performance

1.Mr.Isaac Simidi	2.Mr.Kibet Cheruiyot	3.Mr. Dan Leitich
Senior Auditor Baus Opticals. Email: isaacsimid@gmail.com Tel: + 254748046154	Finance Accountant Optica Ltd Email: cheruiyotk156@gmail.com Tel: 0718019516	Senior Accountant Shirland Consultancy Email: danleitich03@gmail.com Tel:0723117575

