

**Ngeno Hesbon**  
P.O Box 24814-00502, Nairobi, Kenya  
Mobile: +254727976128  
Email: [knhesbon@gmail.com](mailto:knhesbon@gmail.com)

*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

<b>1.Mr.Isaac Simidi</b>	<b>2.Mr.Kibet Cheruiyot</b>	<b>3.Mr. Dan Leitich</b>
Senior Auditor <b>Baus Opticals.</b> <b>Email:</b> <a href="mailto:isaacsimid@gmail.com">isaacsimid@gmail.com</a> <b>Tel:</b> + 254748046154	Finance Accountant <b>Optica ltd</b> <b>Email:</b> <a href="mailto:cheruiyotk156@gmail.com">cheruiyotk156@gmail.com</a> <b>Tel:</b> 0718019516	Senior Accountant <b>Shirland Consultancy</b> <b>Email:</b> <a href="mailto:danleitich03@gmail.com">danleitich03@gmail.com</a> <b>Tel:</b> 0723117575

