

Fredrick N.Gachui

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Personal Profile

A fully qualified professional with a progressive career in the field of accounting. I am a hard-working, dedicated and ambitious Accountant who possesses strong theoretical and practical knowledge of generally accepted accounting principles. One of my greatest strengths is my ability to prioritize workloads to meet challenging deadlines. 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

2012	Bachelor of Commerce, Finance Option KCA University
2008	CPAK KASNEB
2005	KATC KASNEB
2002	Kenya Certificate of Secondary Education Nyaga Secondary School

Professional Training

- Computerized Accounting; QuickBooks and Microsoft Office at Nicetech IT Solutions
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Skills

- **Accounting Skills:** Knowledge of accounting and bookkeeping terminology and practices; Ability to understand and apply current accounting guidelines, system updates and revisions, and policy changes.
- **Financial Skill:** Preparation of financial reports, Advising on the financial implications and consequences of business decisions.
- **Analysis and Numeracy:** Proficient at analyzing sets of accounts and financial reports.
- **Priorities and Decision making:** A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making.
- **Analytical Skills:** Recognizes 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:** Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner.
- **ICT Competence:** Good command of Microsoft Office tools, word processing, data

Work Experience

Nov 2008 to Dec 2024 **Tatu city**

Position: Financial Accountant

Responsibilities:

- Prepared annual budget (appr.Usd 8M), cash flow forecasts and financial plans.
- Established, carried out regular review of procedures for the production of reports of financial transactions.
- Co-ordinated and maintained accurate and timely books of accounts: General ledger, cash books, accounts payable, accounts receivables etc.
- Managed the Company's cash flow by constant review of cash-flow statements, actual performance against the budget, credit facilities and sales collection.
- Prepared monthly and quarterly management accounts in accordance.
- Prepared detailed cost and sales analysis reports in collaboration with the production manager &Accounts payable
- Approved monthly accounts reconciliations, bank reconciliation statements and compiled them for inclusion in finance reports.
- Constantly liaised with banks for Foreign Exchange hedging or best spot rates as all cash inflows were in USD while 90% outflows were in KES.
- Implemented an efficient record keeping and electronic filing system reducing documents' retrieval man-hours by 99%.
- Accounting software used: SAP Business One, Sage ERP & QuickBooks
- Computation and filling monthly VAT, PAYE and Withholding tax.

Achievement

- Drastically reduced workload of accounts team by implementing SAP accounting system from manure ms excel report preparation.
- Implemented procurement department together other finance team.

2005 **Githunguri Dairy Cooperative**

Position: Accounts & Warehouse Accountant

Responsibilities:

- Ensuring compliance of audit internal control in all society payments by conducting internal checks in all society operation to adhere to set procedures.
- Preparation and execution of audit programs and audit plan.
- Examining books of accounts, performing audit test on internal controls compliance to check whether they are appropriate and can be relied upon.
- Preparing payroll and Remittance of all Staff dues and remittance to relevant bodies and staff.
- Preparation of company Banks accounts Reconciliations, Stock take of society stocks and reconciliations.
- Receiving Goods, Storing Issuing stocks and accounting for stocks
- Monitor and review accounting and related systems reports for accuracy and completeness.
- Receiving and processing of all Orders, invoices and requests for payments.

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- Preparation and maintaining general ledger accounts.
 - Maintaining all warehouse stock up to date Reports.

Achievements

- Reduced to minimal stock shortages of processed products by implementing key audit control and procedures for stock management.
- Field liaison; introduced customers field education which contributed greatly to customer confidence with the cooperative thus increasing production and sales volume.

Other Positions Held

- **2007:** Clerk's Supervisor at National Election Voting Exercise

Additional Information

Community Work

- Present volunteer for nonprofit youth development group aimed at equipping youth with life skills both in financial and social at Komothai Youth Forum

Referees

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