

MASWI PAUL JAMES
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Personal Profile:

I am diligent resourceful and seasoned expert with over a decade of experience. My background spans in ICT consultancy, advising, cash management, investment strategic. I excel delivering ICT solution and driving by encompassing daily approach to high level which bringing unparalleled professionalism, exceptional analytical keen and effective teamwork. My proficiency extent to both short and long-term ICT and Driving solution analysis. I posses the ability to dissect ICT daily, crafting insightful report, statement and projection. My objective is to enhance value orchestrating a company wide framework for record management, administration, accounting all are vital component fostering organizational efficiency and expansion.

Education:

2016:Diploma in ICT
The London school of Computer:
2014:DL-Driving Licence
AA driving school Nairobi:
2012:Kenya Certificate of Sec School
Milimani Intercity Academy:

Professional Qualification:

Feb-Aug 2013:Certificate in Advanced Computerized Accounting
St.Paul College Kisii
Jan-Mar 2014:Certificate in computer packages application.
African International college of management and technology

Skills:

ICT and driving:

I provide extensive experience providing strategic ICT and Driving guidance and recommendation to clients. Profound understanding of ICT and executive driving experience.

Cash management:

Expert in optimizing cash flows, managing liquidity maximizing investment return skillful in developing and executing strategies aligned with the company/industries objectives.

ICT oversight and Management:

Demonstrated skills in oversight entire spectrum of ICT and accounting operation day to day activities to high end strategies planning. Proven track record of ensuring ICT and accounting complied with accountability within organization.

Professionalism and Collaboration:

Strong professional demeanor with excellent communication and interpersonal skills.
Proven ability to work effectively in teamwork environment and collaborate across functional areas.

Work Experiences

Pinky Distribution Centre: Sep 2021-July 2023
Position Held: Driver/Cashier.
Assist the supervisor in accounts by phone and mails, increasing account receivables.
Generates 60% increase in new customers in the period of two years through social and physical marketing.

Responsibilities:

- Managing daily balancing and reconciling office accounts.
- Record return checks into customers accounts system and initiate follow-up.
- Ensure all vehicle are serviced to date.
- Assist in the front care desk in assisting customer purchase goods.

Jumia Kenya Service: April 2020-July 2021

Position Held: Driver/Rider

Responsibilities:

- Checking goods ordered by clients.
- Packaging all goods dated for delivery.
- Collecting cash and configured online payment via mpesa and account

Judah Prayer Centre and Media Group:

Position Held:Driver/Clerk and IT support.

Responsibilities:

- picking and dropping off staffs member.
- supporting IT system for media and group.
- paying casual labour based on weekly payments.
- managing all social media platforms.

Other position held

Sep 2018-Sep 2019:sales at Wakulima trading centre Nairobi.

Nov 2019-March 2020:Personal driver Grace Kirui Sang at Karen Nairobi.

Hobbies and Interest:

- Reading
- Writing
- Singing
- Investment

Referees:

Edinah Morande:0721910490

Pinky Distribution Centre.

Jimmy Kirwa:0743735174

Jumia Kenya Service

Pamela Bii:0707198624

Judah Prayer Centre and Media Group