

# LAMECK BOSIRE MAGIYA: CURRICULUM VITAE

## Contacts

Box 5386-00506, Nairobi, Kenya.

Cell +254741372379

Email: magiyalameck59@gmail.com

### Career Summary:

An aggressive, proactive accounting and finance administration professional with over one-year corporate experience and an in-depth knowledge and understanding of account receivables and cashiering, able to develop unique plan of handling customers account, engaging client and creating loyal business relationships to increase customer maintained by observing their needs, efficiency service and minimizing error in the customer accounts. Highly trained in account strategies, collection planning, customer acquisition and business relationship management.

### Career Objective

To secure a position to be able to maintain customers ledgers and positively feedback as the organization expectations and creating strong relationship aspect within the organization, use of multiply digital tools and any other available channels to realize the overall Company's objective on handling cashflow.

## Acquired Skills

1. Excellent Leadership and supervisory skills
2. Outstanding sales and marketing capacities
3. Exceptional planning and organizational skills
4. Strong interpersonal skills
5. Excellent verbal and written communication skills
6. Flexible, a team player ability to multitask and prioritize activities in a fast paced and dynamic work environment
7. Critical thinking and problem-solving skills

<p><b>Work History</b></p> <p><b>SEPTEMBER 2024-JULY 2025 APOLLO CLUB WINE AND SPIRIT</b></p> <p>Apollo is a wine and spirit club which has seven branches operating 24hrs.</p> <p><b>Position: accountant</b></p> <p>Contract of one year doing the following duties;</p> <p><b>Duties:</b></p> <ol style="list-style-type: none"> <li>1. Book keeping making sure the closing and opening stock of the next shift is correctly matched.</li> <li>2. Budget forecasting; every day we had to purchase the items for sales considering the highest moving stock.</li> <li>3. Managing cash box and till on daily basis making sure no coin is lost.</li> <li>4. Reconciliation of the cash and till of the seven branches.</li> <li>5. Supervision of the task running; on daily basis making sure every branch is open on time and there is attendance on time.</li> <li>6. Stock management; having accurate records on inventory movement applying FIFO strategies.</li> <li>7. Helping in payroll preparations.</li> <li>8. Minimizing expenses in the all branches.</li> <li>9. Following up amount due making sure no debts in all the branches of Apollo.</li> <li>10. Making the suppliers invoices are pain on time.</li> </ol>	<p><b>Education</b></p> <p>Sept 2019 –Sept 2023: Bachelor of commerce-accounting option, Multimedia University of Kenya.</p> <p>2015-2016 Kenya Certificate of Secondary Education, Chemala secondary school.</p> <p>2011-2014: Kenya Certificate of Secondary Education, Nyangoge secondary School.</p>
--	--

<p><b>Achievement:</b></p> <ol style="list-style-type: none"> <li>1. Increased profit from where I got it operating from.</li> <li>2. Reduced expenses on daily basis in both branches.</li> <li>3. Got my salary increased from 15000 to 20000 Kenya shillings monthly basis due my smoothness of work.</li> <li>4. Created strong trust between my boss and customers including the all staffs.</li> <li>5. Salary was paid on time during my time.</li> </ol> <p><b>AUGUST 2023 – AUGUST 2024 PHILMED PHARMACEUTICALS LTD ( CURRENTLY TOPSCORE CONSULTANT)</b></p> <p><b>Position:</b> junior accountant</p> <p><b>Duties</b></p> <p><b>As a cashier: managing over 1500 invoices a day.</b></p> <ol style="list-style-type: none"> <li>1. Develop leads, actively having a clear and acceptable plan of confirming the payment indicated on the invoices by the customers to avoid unpayment error for the COD customers</li> <li>2. Achieve a monthly target of Kshs 999,000,000/ revenue while ensuring proper collection of payment as the term on the invoices.</li> <li>3. Define and align diverse strategies of handling different terms of payments done by the customers.</li> <li>4. Promote the firm relationship with the customers.</li> </ol>	<p><b><u>Personal Interests</u></b></p> <ul style="list-style-type: none"> <li>• Travelling and socializing and growing new networks</li> <li>• Reading motivational and inspirational literature</li> <li>• Charity work to the needy especially special kids in special schools</li> <li>• Watching series</li> </ul>
---	---

<p><b>Receivable clerk</b></p> <ol style="list-style-type: none"> <li>1. Posting of the confirmed payments on the invoices to customer's ledgers to monitor the debts.</li> <li>2. Generating of credit notes if there is on the invoices and assurance of them being legit.</li> <li>3. SQL management</li> <li>4. Cheques books keeping.</li> <li>5. Banking of the cheques using the digital banking machines for the company.</li> <li>6. Scheduling collection for the approved credit customers</li> <li>7. Till and bank statements custodian.</li> <li>8. Cheques posting to customer's ledgers.</li> <li>9. Till and bank reconciliation on time.</li> </ol> <p><b>Achievement.</b></p> <ol style="list-style-type: none"> <li>a. Consistently achieved the monthly targets of cash flow.</li> <li>b. Successful submitting required reports to senior accountant manager.</li> <li>c. Highly appraised by clients, achieved a 100% customer satisfaction rate through effective tracking of customer's ledger management</li> <li>d. Achieved a 100% databases accuracy customer payments records</li> <li>e. Achieved a 0% of COD customer's debts.</li> </ol>	<p><b>References</b></p> <p>Marion.</p> <p>Human Resource</p> <p>Philmed limited</p> <p>+254718072793</p> <p>CPA MWANIA</p> <p>Multimedia university of Kenya.</p> <p>0700002061.</p> <p>MR SING</p> <p>Payroll manager</p> <p>Abyssinia ltd</p> <p>0775080071</p> <p><u>APOLLO CLUB</u></p> <p><u>PETER NYABUTI</u></p> <p><u>THE CLUB MANAGER</u></p> <p><u>0728670257.</u></p>
---	---

**Position:** Attaché.

**Duties**

1. Customer account creation.
2. Putting credit limitation on customer card avoiding overtaking items on credit.
3. Posting payments on customer's ledgers.
4. Filing of the documents
5. Following unpaid invoices.
6. Returns items reconciliation.
7. Dispatching of the items according to the invoices listing.

**Achievements:**

1. Gained new skills on accounts managing.
2. Increase pressure on customer account ledgers handling.
3. My feedback and reports led to given a contract of one year in the same company.
4. Gained skills on giving reports.
5. Developed good communication skills.
6. Environment cooper.

**MAY 2022-AUG 2022 INTERNSHIP IN ABYSSINIA IRON AND STEEL**

**COMPANY .**

**Position: credit controller intern**

**Duties**

1. Assess creditworthiness; here an evaluation was carried out of a new and Existing customer to determine appropriate credit limits and terms.
2. Credit checks; a check on customers to assess their payment history and Financials stability.
3. Evaluate credits request; I was to review and approve or deny credit Applications ensuring alignment with company policies and risk tolerance.
4. Monitor accounts; I regularly monitored customers' accounts to identify Potential issues and proactively address them.
5. Debts collection and recovery; the process here was to invoice the Management, ensuring accurate and timely delivery.
6. Payment reminders: I was issuing payment reminders and follow up with Customers on outstanding invoices.
7. Debts collection: overdue payments and customers were not Communicating way forward. The collection team was to be scheduled to Visit them to inquire about payment.
8. Preparing report on account receivable, outstanding debt and collection Performance.

**Achievements:**

1. Minimized claims of issues on payments.
2. Well-kept records and easy for retrieval.
3. Financial reporting and reconciliation were accurately done

MAY 2021-AUG 2021 INTERNSHIP OPPORTUNITY WITH

**QUICKMART SUPERMARKET RONGAI BRANCH.**

**Position: storekeeper intern.**

**Duties:**

1. Receiving and storing goods; I was receiving incoming goods, verifying them against purchase orders and ensuring they are stored Properly.
2. Stock control; maintain accurate record on inventory level and stock Movements.
3. Inventory accuracy; main activity here was stock taking counting the Items one by one.
4. Records maintaining; record of all transactions from the store e.g. Purchase invoices, receipts were well kept.
5. Maintain order; making sure goods are well arranged for easy Selection and keeping the store clean.