

LAVRINE LOVONI MBAIKYATA
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CAREER PROFILE

Certified Public Accountant with broad-ranging experience in Petroleum, Hospitality, Audit, FMCG and Banking, Branch Management and Accounting and who is able to work both independently and as a supportive team member. Dedicated to providing exemplary work and thrives on new intellectual challenges.

EDUCATION AND QUALIFICATIONS

2005 – 2008 **Egerton University - Kisii Campus**
Bachelor of Business and Management
(Accounting Option)
Second Class Honours (Upper Division)

1999 – 2002 **Chavakali High School**
Kenya Certificate of Secondary
Education (KCSE)
Mean Grade: A- (A Minus)

PROFESSIONAL COURSES

2005 – 2016 **Private Study**
Certified Public Accountants Kenya (CPA-K)

WORK EXPERIENCE

Sept 2024- To Date: THWAMA BUILDING CONSTRUCTION
Tenderer

Role Description

I worked as a tenderepreneur in the above organization

Key Responsibilities

- Searching for online and offline construction tenders
- Preparing tender documents and creating tender quotes for billing materials
- Presenting tenders for bidding
- Looking for materials and financiers when we win the tender for buildings and construction of roads

Nov 2022- Sept 2024 Petrol Oil Ltd
Credit Controller/ Manager

Role Description

I was responsible for the day-to-day running of the Finance function and implementing the strategy and direction for the function, as provided by the Director of Finance and Finance Committee. I was responsible to implement systems, policies and processes for the Finance function which improved financial monitoring, accountability and growth across the ASRC.

- Prepared monthly/quarterly financial and management report
- Prepared annual accounts for audit and annual statutory reporting
- Managed and ultimate responsibility for the Finance ERP
- Supervised and performed management of the Payroll Coordinator and Accountant
- Monitored the day-to-day financial operations i.e payroll, invoicing, and other transactions
- Completed tax returns and other statutory compliance requirements
- Provided financial and analytical support to the Director of Finance and the Finance Committee
- Guided and coached department directors and program managers enhanced financial literacy, including guidance with compiling program budgets and forecasting
- Developed, implemented and monitored appropriate financial systems, procedures and internal controls to support the efficient and effective operation of the Finance function
- Oversaw the recruitment, supervision and direction of program volunteers
- Supported the Director of Finance in working with the Directors, General Manager & CEO around budgets, spending, reporting and financial accountability
- Performed ADHOC analysis pro-actively or as directed, provided performance insights that aided growth and focused on appropriate resource allocations
- Developed strong and collaborative relationships with key stakeholders that ensured effectiveness of communications and resolution of issues

July 2021 -Mar 2022 **Micromart Africa Ltd**
Sales Manager

- Recruited, trained, supervised, Organized, guided and maintained highly motivated sales team: Achieved and surpassed sales target set by the company from time to time.
- Optimally marketed and sold company products
- Made decisions based on sound accurate analysis and optimistically accepted change where necessary.
- Treated both prospective and existing customers professionally at all platforms.
- Collected and kept record competitive mark rates and availed the same to management whenever needed.
- Mapped reliable market areas that guaranteed sales team new business every month

Oct 2018 – Jun 2021 Kencor Petroleum Ltd
Accounts Assistant

- Assisted the Accountant in all activities falling under the scope of annual financial statement audits and tax investigations in pulling out the samples.
- Filed taxes (VAT) and undertook preparation of payment instructions.
- Handled bank postings and performed progressive bank reconciliations in Navision.
- Managed bank reconciliations as well as accounts receivable reconciliations.
- Carried out book-keeping processes.
- Prepared petty cash summary using Microsoft Excel, handled petty cash reconciliations, scanned and filed receipts.
- Completed allocated end-month closure tasks and processes and undertook preparation of management accounts as per schedule.
- Managed Inventory and Cost Accounting.
- Maintained an accurate catalog for all products with updated costs and prices.
- Performed inventory reconciliation to the GL.
- Participated in periodic stock counts and performed in-depth investigations of any variance discovered.
- Maintained an accurate Property, Plant and Equipment (PPE) schedule.
- Ensured timely billing of all customers, submission of invoices and performed customer account reconciliations.
- Ensured accurate booking of all the financial transactions on Sage and Navision software to facilitate the processing of payables, receivables, salaries and filing of. Liaised with customers to ensure timely payment of due invoices.
- Checked and posted invoices, credit notes and carried out supplier account reconciliations in Navision.
- Prepared payment plans and processed approved payments.

Jan 2017 – Jun 2017 Articson & Associates Certified Public Accountants Audit Assistant

- Undertook book-keeping for manufacturing firms, retail outlets, insurance companies, NGOs and SMEs.
- Audited manufacturing firms, retail outlets, insurance companies, NGOs and SMEs.
- Vouching of posted transactions against the corresponding ledgers in the clients' systems.
- Prepared audit memorandum with the Audit Manager before different audit assignments.
- Prepared files and financials for the audited clients and invoicing and dispatch to them.
- Audit assurance and compliance checks of the clients' business processes.
- Prepared income taxes of companies audited and filed on I-Tax.
- Handled and prepared statutory deductions i.e. NSSF and NHIF deductions for the clients' employees.
- Consultancy on book-keeping and tax health.

May 2015 – Oct 2016 Radisson Blu Hotel

Food & Beverage Cashier

- Carried out daily reconciliations of credit card transactions and cash payments received from clients against the General Ledger.
- Posted credit card sales and cash sales daily using Macro Fidelis software.
- Maintained and reconciled cash book and bank book against the General Ledger and forwarded the reconciliation report daily to the Night Auditor.
- Performed daily balancing of cash at hand at the end of the day's shift.
- Reconciled various General Ledgers on monthly basis.
- Undertook daily stock taking of the bar sales.
- Cross-sold the use of the ballroom as a conference venue to potential customers.

July 2013 – Nov 2014

Family Bank Ltd

Branch Supervisor – Molo Branch

- Supervised 7 (seven) Operations Officers.
- Ensured that staff were compliant to the Bank's Policies and Procedures as well as Anti-Money Laundering and Counter Terrorism Financing precautions in their day-to-day work.
- Reconciled branch cash accounts on a daily basis and other General Ledger accounts as per Bank Policies, daily call over of teller's work, and prepared monthly returns.
- Acted as a vault custodian and was responsible for cash balancing, cash repatriation to Cash Centre, cash replenishment, inter-cashier cash transactions, as well as cash movement from and to the strong room.
- Maintained ATM uptime of above 95%, performed daily reconciliation and balancing of the ATM cash against the corresponding General Ledger account, as well as loading of cash to the ATM as required.
- Authorized all accounts opened, ATM card and cheque book applications and issuance, mobile banking and internet banking registrations while observing proper due diligence and ensuring full compliance to Know Your Customer procedures to effectively manage money laundering and terrorism financing risks at the branch level.
- Authorized teller transactions including cash and cheque withdrawals, cash and cheque deposits, account to account transfers, bankers' cheques, and General Ledger debits and credits, after due diligence and monitored customer transactions to identify suspicious transactions.
- Solved customers' issues escalated to me by branch staff and handled customers' inquiries and complaints to successful completion.
- Received and posted salaries and other back-office entries.
- Opened fixed and call deposit accounts and uplifted these when required.
- Performed RTGS and Swift money transfers.
- Received and effected all customers' instructions on the management of their accounts including but not limited to Power of Attorney, introduction and removal of agents, change of signatories, standing orders and stop payments.
- Updated customers' account information including contact information, change of signature and operating instructions after carrying out due diligence.
- Managed branch dormant accounts in accordance with the Bank's policies and procedures.
- Oversaw day-to-day queue management in the branch, ensured all systems were working well, ATM uptime kept high and adequate stationery was available.
- Ensured all staff were trained on Bank product knowledge, customer service tips, risk management, Anti-Money Laundering legislation as well as the Bank's policies and procedures.
- Co-ordinated branch meetings as well as staff leaves management.

Dec 2008 – Jun 2013

Family Bank Ltd

Operations Officer – Kericho & Kakamega Branch

- Handled customers' enquiries, received customers' instructions and complaints and escalated issues to the relevant staff and departments.
- Opened accounts after ensuring proper Know Your Customer procedures were adhered to.
- Applied for ATM cards and cheque books and registered customers for mobile banking after carrying out due diligence.
- Received cash and cheque deposits from customers.
- Paid out both cash and cheque leaf withdrawals and issued bankers' cheques to customers.
- Handled Western Union, MoneyGram, Forex, Super Agency Float and M-Pesa transactions.
- Marketed Family Bank products and services to both existing and potential customers.

ADDITIONAL SKILLS

- Proficient in Navision, Sage, QuickBooks, along with standard software such as Microsoft Office.
- Valid driving license.

INTERESTS

Community service with a focus on the elderly, strength training and physical exercise.

REFEREES

Thomas Omoke

Regional Sales

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