

CURRICULUM VITAE(CV)

MR. DAVID KARIUKI

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CAREER OBJECTIVE

To gain industry experience while leveraging on the knowledge and experience I have acquired to create value for the organization. Also work with a reputable organization that offers a challenging opportunity for growth, advancement and personal realization for career and societal advancements.

KEY SKILLS

- An ardent believer in personal drive, very organized with a demonstrated ability to plan and execute responsibilities efficiently.
- I am a very hardworking and self motivated with a sound academic track record and good leadership skills.
- I am also a team player with excellent communication skills and good interpersonal skills. I am well able to cope with failures and learning from my mistakes.

EDUCATIONAL QUALIFICATION

2016 -2019	:	EGERTON UNIVERSITY, NAKURU TOWN CAMPUS COLLEGE
Course	:	Bachelor of Commerce (Banking & Finance)
Grade Attained	:	Second Class Honours Upper Division
2011 - 2014	:	MWAKITAWA SECONDARY SCHOOL
Course	:	Kenya Certificate of Secondary Education (K.C.S.E)
Grade Attained	:	B (Plain)

COMPUTER LITERACY

Fully conversant with the following packages: -

- Introduction
- Ms – Excel
- Ms – Word
- Ms – Power point
- Adobe Reader
- Microsoft Access
- Microsoft Outlook

Etc

WORK EXPERIENCE

February 2023 – July 2023: WPP SCANGROUP PLC (KENYA)
(Credit Controller – Finance /Commercial Department)

I fully undertook the below key responsibilities: -

- Timely delivery of invoices to all Clients 3 working days from invoice date as per agreed client process along with relevant supporting.
- Delivery of reissued bills and credit notes to Clients within stipulated timelines.
- Posting of WHT & VAT within the same month.
- Passing of credit notes within 48 hours.
- Dispute resolution within 2 weeks and providing evidence of all necessary action taken.
- Following the debt collection process – follow-up meetings / emails etc.
- Posting and Allocations of funds received from clients within 24 hours.
- Preparation of Journal entries approval of the same within 48 hours.
- Preparation of consolidated ageing report for all markets and shared the same every Wednesday of the week.
- Preparation of customer statements and shared with client on a regular basis/ at least twice a month.
- Attended Credit Control meetings and gave monthly target collections plan and reviewing of previous months collection.
- Issuing of Pro-forma invoices/cost estimates and follow-up of LPOs for free with clients.
- PO reconciliation for all clients on quarterly basis.
- Following up for unbilled invoices for both media and production and reconciled internally with client.
- Preparation of reports and any other required documentation as required by the client or team leader credit control.
- Ensuring invoices are raised accurately as per established processes and procedures.
- Tracking the unbilled report to ensure all orders are billed.
- Attending to queries arising from Client and resolving the same within 1 week.
- Any other duties and responsibilities assigned.

July 2020 – October 2022: KAPA OIL REFINERIES LTD
(Finance/Accounts Associate Under Accounts Payables And Accounts Receivables)

I fully undertook the below responsibilities: -

- Reconciliation of bank statements.
- Preparing loan amortisation schedules.
- Checking customer sales invoices before filling.
- Preparing and checking of Vat reports before filling of the monthly Vat deductions to Kenya Revenue Authority.
- Writing cheques and posting relevant cheque vouchers.

- Preparing daily cheque deposits reports for banking to the Companies main bank account.
- Preparing weekly transporters schedules for payment processing.
- Preparing and posting daily Petty Cash reports on the system.
- Recording relevant Export Processing Zones Transactions and ensuring all the customers and suppliers' transactions under the Export Processing Zones Countries are recorded and payments processed/received on time.
- Computing and posting of customs duty charged on import goods and services.
- Computing and posting reimbursement on port charges and other clearing agents fees charged paid on behalf of the Company with a clearing agency Firm.
- Managing Supermarkets and Companies major distributors accounts to ensure smooth business transactions between the Company and the involved parties.
- Debt collection I.e. ensuring that all money owed by the firm with its customers are received, recorded and banked on the Companies main bank accounts.
- Any other additional duties and responsibilities assigned.

February 2020 – June 2020: KAPA OIL REFINERIES LTD

(Finance/Accounts Intern under Accounts Payables and Accounts Receivables)

Fully conversant with the Systems Applications and Products (**SAP**) and I undertook the following key responsibilities: -

- Computing and posting supplier invoices.
- Supplier account management i.e. acted as liaison between the suppliers and the firm and ensured all the suppliers' needs were met on time.
- Sales invoice checking.
- Updating disputes and invoices awaiting attachments on the database i.e. using the Microsoft Access folder.
- Updating daily sales file and preparing daily sales reports i.e. updating sales invoices.
- Computing and posting/allocating bank payments.
- Preparing reconciliation statements i.e. accounts reconciliations.
- Preparing journals and posting journal entries.
- Preparing withholding Tax/Vat schedules to be uploaded on the Kenya Revenue Authority System and submitted on time.

EXTRA CURRICULAR ACTIVITIES AND ACHIEVEMENTS

University

Project undertaken during the course: -

- Effects of dividend policy on share prices of firms listed in Nairobi Securities Exchange Kenya.

- Effects of trade receivables management on the profitability of manufacturing firms listed in the Nairobi Securities Exchange Kenya.

SEMINARS AND WORKSHOPS ATTENDED

28th Oct-08th Nov 2019 : Cloud Factory Kenya ltd
 Course : 2 weeks training
 Grade Attained : Certificate of participation.

Skills learnt include:

- Web Research
- Communication Skills
- Teamwork Skills
- G-Suite apps (Google sheets, Google slides, Google Docs)
- Artificial Intelligence
- Natural Language Processing

Etc

INTEREST AND HOBBIES

- Reading Inspirational Books
- Participating in social activities

REFEREES

1. DR. Mary Bosire

Senior Lecturer Egerton University

Accounting, Finance and Management Science Department

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Nakuru, Kenya

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2. Mr. Mark Mwanzia

Senior Finance/Accounts Associate

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3. Emma Kirigia

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