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CAREER AND PERSONAL PROFILE

A resourceful **Financial Operations and Service Delivery Specialist** who is result-oriented with exceptional skills in: financial modeling/reporting, trade finance, customer experience, investment structuring, project coordination, operations management, business development, credit appraisals, management reporting, operational risk assessment, accounting and knowledge of relevant industry sector trends. Also possess six years hands-on experience in banking operations paired with extensive knowledge in financial and emerging markets; as well as a comprehensive understanding of trade finance instruments and rules governing international trade. I seek to obtain, define and develop new business in the financial services spectrum.

SKILLS AND COMPETENCE

Personal Skills and Attributes:

- Excellent communication and interpersonal skills.
- Proficient in interpreting banking ordinances – Banking Act and CBK prudential guidelines.
- Good variance reconciliation, balancing and accounting skills.
- Possess book keeping expertise for suspense, ledger, nostro and balance sheet accounts.
- Experienced in corporate credit evaluation and client portfolio limit utilization.
- Strong data analytical skills. Proficient in analyzing credit proposals, contract documents, Offer Letters, financial statements, management reports and trade finance documents.
- Extensive knowledge of preparing financial reports, management reports, budgets, inventory reports, accounts payables and accounts receivables.
- Entrusted by senior level management to spearhead and oversee various initiatives.
- Ability to meet company revenue and expense objectives.
- Highly organized in a methodical and professional manner, with a passion for excellence.
- Constantly learning and updating on current emerging financial market trends.
- General office administrative and clerical duties.
- Risk assessment by ascertaining strict adherence to due process and incident reporting.
- Excellent client engagement and negotiation skills.
- Fluent in spoken and written English as well as Kiswahili.
- Excellent telephone, face to face and e-mail etiquette.
- Innovation, change and time management skills.
- Adaptable, passionate and enthusiastic about work.
- Self-motivated, service oriented, dynamic and friendly.
- An aggressive team player able to offer leadership and coordinate projects.
- Readiness to learn and take on new challenges.

Operating system competencies:

Trouble-shooting system errors; also proficient in the following softwares and core systems:

- ERP - SAP and Syspro - production and financial reporting systems.
- Microsoft Office Suite - well developed technical skills in MS Word, Microsoft Outlook, Excel, PowerPoint, Databases, Spreadsheets and the Internet.
- Bank connect, Secure Electronic File Authentication System - electronic File Transmission.
- Model Bank (T24), Equinox, Customer Instructions Management System (CIMS) and Data Store.
- MICR and chequepoint - uploading and processing cheque transactions.
- QuickBooks, intellimatch, sage, pastel and tally – accounting and statistical packages.
- SWIFT – Interbank telegraphic transfers, payments and correspondence.

PROFESSIONAL EXPERIENCE

May 2015 - Present:
(2 Years 5 months)

Plan Smart Innovations - Financial Analytics Advisory

Position: Senior Associate

Duties:

- Executing financial re-structuring models for high-growth businesses.
- Financial reporting, accounting and tax consulting assignments.
- Offering trade finance expertise, enabling firms raise working capital.
- Fund management of two community social welfare enterprises.
- Establishing client engagement models and building relationships.
- Developing select investment structuring propositions.

Aug 2013 - May 2015:
(1 year 10 months)

CFC Stanbic Bank (Currently Stanbic Bank)

Position: Team Leader – Trade Finance Operations

Duties:

- Performing due diligence on the trade finance product bouquet.
- Preparing monthly financial and productivity reports.
- Reconciliation of cash margin, suspense and general ledger accounts.
- Scrutiny of trade documents for conformity to prescribed guidelines.
- Checking clients' sanctioned limits visa vie their exposure/utilization.
- Query resolution, feedback and structured trade financing advisory.
- Presenting guarantee documents for power of attorney authorization.
- Liaison with relationship managers, clienteles and other support units.

Mar 2011 - Jul 2013:
(2 years 4 months)

Fina Bank Ltd (Currently GT Bank Ltd)

Position: Trade Finance Officer

Duties:

- System processing of trade finance instruments e.g. Letters of credit
- Document scrutiny and validation of client instructions received.
- Liaison with correspondent banks and relationship management team.
- Correspondence with clients via all available communication channels.
- Creating rapport with both internal and external customers.

Nov 2008 - Feb 2011:
(2 years 2 months)

Fina Bank Ltd

Position: Operations Assistant - Clearing Department

Duties:

- Ensuring physical cheques data and electronic journal files matched.
- Presenting cheques for exchange at the CBK clearing centre.
- Verification, authorization and reconciliation of system reports.
- Daily reconciliation of the general ledger statement.
- Electronic Funds Transfer and Salary Processing.

ADDITIONAL WORK EXPERIENCE

Oct 2007 - May 2008 (7 months): Sara Lee Household and Body care Ltd

Positions: Project Implementation - Operations

Internship - Finance and Operations

Attaché to Productions department - Operations

May 2005 - Aug 2005 (3 months): Gertrudes Children Hospital

Position: Internship-Credit Control and Accounts Departments

EDUCATIONAL BACKGROUND

Feb 2005 - Oct 2008: Catholic University of Eastern Africa

Bachelor of Commerce - Finance Option- Second Class Honors

Jan 2000 - Nov 2003: Lenana School

Kenya Certificate of Secondary Education, C+

PROFESSIONAL TRAINING AND DEVELOPMENT

Financial Advising Workshop – British American Asset Managers, 2016
Lean Six Sigma - Kenya Institute of Management, 2014
International Trade Finance - International Finance Corporation, 2015
International Trade Finance - Real Options Consultants, 2011
Banking Foundation - Real Options Consultants, 2011
Introduction to security - Hawk Eye Technologies, 2011
Performance Management - Dagger Consultants, 2010
Data recovery and settlement back-up system - Kenya School Of Monetary Studies, 2010

ACHIEVEMENTS AND RECOGNITION

Plan Smart Innovations:

- Development of various business operational models, optimizing productivity.
- Diligently focusing key resources for specialty firms, creating tailored financial reporting tools.
- Mandated to make strategic investment decisions and credit evaluations for the social groups.
- Embarking on specific business development assignments, greatly improving service levels.

CFC Stanbic Bank:

- Facilitated a seminar on trade products for the business team - 15% increase in trade sales.
- Comprehensive management reporting; drawing valid findings, crucial for decision making.
- Championed revision of the productivity matrix - 10% improvement in analysis of volumes.
- Implemented a share-point online platform for exchanging documents across different units.
- Exposure to financial trading environment, daily operations procedures and forex deals.
- Incorporation of a client advisory function – 10% improvement in customer satisfaction index.
- Fronted automation of significant processes - 20% cost reduction and improved efficiency.
- Successful implementation of a *work tracker* reporting tool, clear audit trail on pending jobs.
- Mandated to be an authorized bank signatory.
- Exceeded expectations in four out five key performance measures set in 2014.

Fina Bank Ltd:

- Hands-on experience in account reconciliations thus a 10% improvement in service levels.
- Preparation of the July 2009 monthly *clearing house* report for CBK, on behalf of the bank.
- Structured a trade finance credit line with an international bank - 5% increase in volumes.
- In-depth understanding of *International Chamber of Commerce* trade finance publications.
- Gained a wealth of experience in client relationship and operational risk management.
- Cross-selling of tailored trade finance products, resulting in a 10% increase in trade income.
- Efficient and accurate data entry management of transactions – over 30% error reductions.
- Spearheading the successful implementation of core software projects.

Sara Lee Household and Body Care Limited:

- On the job training in using *ERP* system to capture data.
- Frequent interaction with senior level management.
- Tracking of inventory and re-order levels at the warehouse.
- Appointed to undertake a supervisory role in crucial production lines.
- Acquired know-how of product development cycle i.e. raw materials to the finished product.

Getrudes Children's Hospital:

- Always maintained accurate and up-to-date financial records, refining reporting standards.
- Offered a major supportive role to the Credit controller and financial accountant.
- Instigated a new filing system and developed a more collaborative client engagement model.

AVAILABILITY:

Two weeks' notice required.

REFEREES:

1) Susan Achola
Trade Services Manager
Stanbic Bank
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Tel: 0721585646

2) Nicholas Kipruto
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