

MICHAEL CALVIN OMONDI

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SUMMARY

A highly motivated young man with strong interpersonal and communication skills (both spoken and written), who likes exploring new fields and trying out different things that would help sharpen my skills or equip me with new skills to solve the different day-to-day issues that face the world. I worked as an account's assistant at Loki Ventures Limited last year. Previously worked as a virtual assistant for a food and beverage brand coach for one year. Participated in two voluntary service projects during my high school days and continue to give back a helping hand to society whenever I can.

WORK EXPERIENCE

Account's Assistant – Loki Ventures Limited, Feb 2023 – December 2023

Was in charge of product returns management, reconciliation of some of the company's cashbooks and invoicing.

Returns Management

- Inspected goods return notes to ensure the goods returned matched the ones on the GRN. Organized, categorized, verified and recorded the returns.
- Sent out details of returns to respective key account managers on email for their approval before issuing customers with credit notes.
- Posted credit notes on SAP Business One.
- Sent out reports of returns to the finance manager at the end of every week.
- Formulated strategies to reduce product returns.

Reconciliation

- Reconciled some of the company's cashbooks using SAP Business One.

Invoicing

- Generated sales orders on SAP Business One.
- Created invoices for customers' orders using SAP Business One.

Achievements

- Came up with practical strategies to reduce product returns by customers.
- Reduced the product returns rate by 6%, from 11% when I joined the company, to 5%.
- Managed to streamline the product returns process and dealt with customer issues in a timely manner.
- Improved the general operation speed of the finance department as I was always open and willing to help my colleagues in the department with their workload.

Virtual Assistant - Healthy Food & Beverage Group, Jul 2020 – Sep 2021

Performed various tasks such as lead generation, social media management and growth, research, creation of landing pages, graphic designs, blog writing, data entry and many other things

Achievements

- Was able to grow the Instagram account from 2500 to 5700 followers.
- Generated more than a thousand new leads for the company, 150 of which turned into new clients for the company.
- Created a brilliant podcast page for the company's website.
- Maintained a healthy social media engagement and presence for the company.

Volunteer - Immigration Office (Nairobi), Aug 2013 – Sep 2013

Led a team of fellow high school students in a voluntary project that was organized by Starehe Boys' Centre and School. Divided the team into subgroups which helped the staff members at the Immigration office to work on different tasks.

Volunteer - Kenya National Library Service (Kisumu), Apr 2012 – May 2012

Organized a small team of friends who were also studying at Starehe Boys' Centre and School and decided to offer voluntary services at the Kenya National Library, Kisumu branch. Offered a wide variety of services from data entry to arranging books in shelves and even cleaning the library.

EDUCATION

Bachelor of Economics and Finance - Kenyatta University, Sept 2015 - Dec 2021

Undergraduate coursework covered subjects such as; Accounting, Business Administration, Macroeconomics, Microeconomics, Money and Banking, Business Law, Risk management, Financial Markets, Applied Investments, Financial Analysis, Leadership & Communication.

Kenya Certificate of Secondary Education - Starehe Boys' Centre and School, Jan 2011 - Nov 2014

Finished my secondary school education with an overall grade of A-minus, having taken the following subjects: English, Kiswahili, Mathematics, Biology, Physics, Chemistry, Geography and Business Studies.

SKILLS

- Computer proficient.
- Great interpersonal and communication skills (spoken and written).
- Financial analysis and reporting.
- A great team player with abilities to solve problems.
- Great levels of integrity and professionalism.