

# KELVIN KIMATHI KINYUA

## FINANCE PROFESSIONAL

### CONTACT



Phone No.  
**+254729308677**



Email Address.  
**kimathikelvin2016@gmail.com**



Address.  
**Nairobi, Kenya**

### SKILLS

#### STRENGTHS

- Financial Analysis
- Investment analysis
- Financial Reporting & Budget Forecasting
- Cash Flow Management
- Accounts Payable & Receivable
- Variance & Trend Analysis
- Performance Monitoring & KPI Tracking
- Strategic Planning Support
- Data-Driven Decision Making
- Customer Retention & Service Optimization
- Compliance & Accuracy in Financial Records
- Leadership in Retail Operations

#### TECHNICAL SKILLS

##### Software Proficiency:

- Microsoft Excel (PivotTables, VLOOKUP, Power Query, Macros)
- Power BI (Data Visualization & Dashboards)
- MS Word & PowerPoint
- QuickBooks (Basic Exposure)

##### Data & Analysis Tools:

- Financial Modelling
- Cash Flow & Expense Analysis
- KPI Tracking
- Budget Analysis

### PROFESSIONAL SUMMARY

Dedicated Finance Professional with 3+ years of hands-on experience in financial operations, budgeting, and compliance management. Proven track record in financial reporting, accounts payable/receivable management, and cost analysis with expertise in processing 100+ daily transactions while maintaining 100% accuracy. Proficient in advanced Excel functions, Power BI, and financial modeling with strong analytical skills in variance analysis and cash flow management. Currently pursuing CIFA Advanced Level certification to strengthen expertise in investment analysis and financial planning. Demonstrated leadership in supervising teams, resolving customer issues, and implementing process improvements that enhance operational efficiency and drive business growth.

### PROFESSIONAL EXPERIENCE

#### Operations Manager

##### Destiny Wholesale & Retail Shop | January 2023 - October 2024

- Managed comprehensive financial operations including revenue tracking, expense management, and cash handling
- Processed daily transactions and performed reconciliation procedures for cash and inventory
- Supervised accounts payable and accounts receivable functions
- Prepared weekly and monthly financial reports including sales analysis and cash flow statements
- Managed supplier relationships and payment processing
- Supervised and trained junior staff on POS systems and customer service protocols

##### Key Achievements:

- Processed 100+ daily transactions with 100% accuracy in cash and inventory reconciliation
- Improved customer retention rates through proactive relationship management and personalized service
- Mentored 2 junior staff members, reducing service delivery time by 30%
- Maintained accurate financial records with zero discrepancies in monthly audits
- Generated comprehensive financial summaries supporting strategic decision-making processes
- Achieved timely supplier payments maintaining strong vendor relationships

#### Planning & Project Monitoring Attachment

##### Ministry Of Petroleum & Mining | October 2021 - December 2021

- Conducted financial trend analysis on key performance indicators (KPIs) in mining sector
- Collected, cleaned, and analyzed departmental performance data for reporting purposes
- Maintained performance contract documentation and compliance records
- Supported development and implementation of Ministerial Strategic Plan
- Prepared internal reports and contributed to national planning documents

Certifications:

- Certified Investment and Financial Analyst (CIFA – Intermediate)
- International Computer Driving License (ICDL)

SOFT SKILLS

- Leadership & Team Coordination
- Problem-Solving & Critical Thinking
- Communication (Written & Verbal)
- Client Relationship Management
- Attention to Detail
- Adaptability & Willingness to Learn
- Integrity & Accountability

LANGUAGES

- English – Fluent
- Kiswahili – Fluent

TRAINING & CERTIFICATIONS

- Certified Investment and Financial Analyst (CIFA) Advanced Level - In Progress (Expected 2025)
- Intermediate Level - 2023
- Foundation Level – 2021
- International Computer Driving License (ICDL) | 2024

Key Achievements:

- Analyzed mining sector KPIs using Excel, enabling senior planners to establish realistic quarterly benchmarks
- Compiled accurate departmental performance reports ensuring 100% compliance with government standards
- Contributed to strategic planning initiatives aligning departmental activities with long-term objectives
- Streamlined data collection processes improving reporting efficiency by 20%

VOLUNTEER EXPERIENCE

Volunteer Supervisor

Emmanuel Hardware | January 2025 - Present

- Lead team coordination and operational efficiency initiatives to enhance customer service delivery
- Maintain daily transaction records and perform cash reconciliation procedures
- Supervise staff performance and implement customer service improvement strategies
- Monitor inventory levels and coordinate with suppliers for stock management
- Key Achievements:
- Resolved 20+ customer issues monthly, resulting in improved customer satisfaction and retention
- Achieved 100% accuracy in daily cash reconciliation processes
- Enhanced team communication protocols, improving operational synergy by 25%
- Reduced end-of-day discrepancies through systematic transaction recording procedures

EDUCATION

Bachelor of Arts in Economics

Kenyatta University, Nairobi, Kenya | 2021

Relevant Coursework: Public Finance and Taxation, Econometrics, Statistics

Kenya Certificate of Secondary Education (KCSE)

Nkubu High School, Meru, Kenya | 2015

REFERENCES

Available upon request