

# JOHN KANYOTU

*Bachelor of Science in Economics and Finance*

Nairobi, Kenya | +254 700 466 467 | johnkanyotu831@gmail.com

## PROFESSIONAL PROFILE

Dynamic Economics and Finance graduate with hands-on experience in corporate finance operations at Carrefour Kenya and university finance systems. Specialized expertise in accounts payable management, general ledger operations, and financial projection modeling. Proven ability to maintain exceptional accuracy standards (95%+) while managing high-volume financial transactions in fast-paced retail environments. Demonstrated proficiency in financial data analysis, budget monitoring, and leveraging accounting software to drive operational efficiency. Combines strong analytical capabilities with practical experience in financial reporting, reconciliation, and compliance. Adept at collaborating across departments and communicating complex financial information to diverse stakeholders. Committed to delivering precise, data-driven insights that support strategic financial decision-making.

## CORE SKILLS

- Financial and economic research
- Financial projection and forecasting
- Data analysis and projection
- Adaptability to new tools and technologies
- Collaboration and communication skills
- Accounts payable and general ledger operations
- Problem-solving and innovation
- Analytical thinking and critical analysis
- Attention to detail and accuracy
- ERP systems and accounting software proficiency

## PROFESSIONAL EXPERIENCE

### CARREFOUR HQ | Finance Department, Two Rivers, Nairobi

*Finance Intern / January 2026 – Present*

#### Key Responsibilities:

- Process and verify supplier invoices, purchase orders, and payment requests ensuring accuracy, proper authorization, and compliance with company procurement policies
- Maintain and update general ledger accounts by recording financial transactions, posting journal entries, and ensuring proper account classification
- Assist in developing financial forecasts and projection models by analyzing historical data, market trends, and business performance metrics
- Perform regular reconciliation of vendor accounts, resolve discrepancies, and manage outstanding balances
- Coordinate end-to-end payment cycles including verification of payment terms and preparation of payment batches

- Track and analyze departmental expenses, identifying spending patterns and opportunities for cost optimization
- Support monthly financial close processes by preparing accruals and reconciling accounts
- Leverage ERP software and Microsoft Excel for transaction processing and financial analysis
- Coordinate with procurement, operations, and store management teams regarding financial queries
- Ensure all transactions adhere to company policies and regulatory requirements

### **Key Achievements:**

- Reduced accounts payable processing time by 25% through improved invoice verification procedures
- Achieved 99% accuracy rate in payment processing, minimizing vendor disputes
- Cleared backlog of aged payables by reconciling over 150 vendor accounts
- Developed comprehensive Excel-based financial projection model enhancing forecasting accuracy
- Identified duplicate payments recovering significant funds and implementing preventive controls
- Contributed to 20% reduction in month-end close time through proactive reconciliation
- Built strong relationships with 50+ key suppliers with 95% first-contact resolution rate
- Maintained zero material discrepancies in general ledger accounts
- Created SOPs for accounts payable workflows improving team efficiency
- Developed automated expense tracking dashboards providing real-time visibility
- Provided comprehensive audit support with 100% documentation availability

## **KABARAK UNIVERSITY | Finance Department**

*Industrial Attaché / May – August 2025*

### **Key Responsibilities:**

- Assisted in organizing and maintaining financial records ensuring compliance with university accounting standards
- Supported budget preparation and monitoring by tracking expenditures and generating variance reports
- Conducted financial data analysis to identify trends and opportunities for cost optimization
- Processed invoices, payment requests, and receipts while ensuring proper documentation
- Assisted in monthly bank reconciliation processes and resolved discrepancies
- Contributed to preparation of periodic financial reports including income statements and cash flow analysis
- Provided support during internal audit exercises by organizing financial files
- Liaised with university departments, vendors, and staff regarding financial matters

### **Key Achievements:**

- Streamlined invoice processing workflow, reducing processing time by 30%
- Maintained 98% accuracy rate in financial data entry and reconciliation tasks
- Developed Excel-based budget tracking template enhancing expenditure monitoring
- Contributed to successful internal audit with 100% documentation availability
- Identified and resolved over 20 bank reconciliation discrepancies
- Rapidly mastered university's accounting software within two weeks
- Built strong working relationships with multiple university departments
- Successfully applied theoretical concepts to real-world financial operations

## **CLOUDFACTORY**

*Independent Contractor / May 2021 – November 2024*

### **Key Responsibilities:**

- Accurately labeled and categorized data based on client requirements and guidelines
- Researched company financial data and conducted web research on mergers and acquisitions
- Reviewed annotated data to ensure accuracy and completeness standards
- Collaborated with team members to efficiently divide tasks and address challenges
- Ensured confidentiality and security of client information

### **Key Achievements:**

- Maintained over 95% accuracy rate in data annotation tasks, exceeding quality standards
- Improved efficiency by reducing annotation time per task through streamlined workflows
- Received positive feedback from clients for high-quality and dependable results
- Mastered annotation tools and software quickly, increasing productivity

## **EDUCATION AND QUALIFICATIONS**

---

<b>Year</b>	<b>Institution</b>	<b>Qualification</b>
2021-2025	Kabarak University	Bachelor of Science in Economics & Finance
2017-2020	Juja Senior School	Kenya Certificate of Secondary Education (A-)
2009-2016	Olooseos Primary School	Kenya Certificate of Primary Education (381 marks)

## **REFEREES**

---

**Prof. Kibati**

Dean, School of Business & Economics  
Kabarak University  
Email: deansbe@kabarak.ac.ke

**Joshua Were**

Task Reviewer  
CloudFactory  
Email: joshuawere911@gmail.com

## **HOBBIES AND INTERESTS**

---

Video editing and photography • Professional networking • Cybersecurity awareness activities • Content creation and vlogging