# BRIAN LOBALI EMERI

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**FINANCE AND ADMINISTRATION ASSISTANT**

Proactive and detail-oriented Finance & Administrative Professional with a proven ability to streamline financial operations, enhance administrative processes, and improve organizational efficiency. Skilled in budgeting, financial reporting, office management, and process optimization to support business growth and operational excellence. Adept at handling data-driven decision-making, cross-functional coordination, and regulatory compliance to ensure smooth day-to-day operations.

## WORK EXPERIENCE

**Dispatch and Logistics Coordinator - Browns Food Co (FMCG)**                    **(Oct *2023- Aug 2024*)**

- Managed and maintained comprehensive inventory logs using Excel, ensuring precise tracking of products entering and leaving the Dispatch store. By implementing regular audits and real-time updates, I was able to identify discrepancies early, reduce errors, and improve the accuracy of stock data.

- Identified and addressed key inefficiencies in route planning, Invoice generation and logistics operations, utilizing data-driven insights collected over time to optimize driver routes and shift allocations. By prioritizing urgent orders and refining delivery schedules, I improved process efficiency by 20%, reduced operational costs by 15%, and ensured on-time deliveries, increasing customer satisfaction by 10%.

- Ensured compliance with industry regulations concerning temperature-sensitive product handling, reducing compliance-related issues by 30%. This involved strict oversight and adherence to guidelines,

- Oversaw daily operations, ensuring accurate and timely order fulfillment from customer orders to delivery. This involved seamless communication with key stakeholders across departments and clients, reducing order fulfillment errors by 25% and improving the overall process integrity.

- Created performance dashboards to track key metrics such as truck efficiency, fuel consumption, and delivery success rates. By identifying inefficiencies and optimizing key processes, I improved operational efficiency by 18% and reduced maintenance costs by 12%.

**Production Supervisor - Browns Food Co (FMCG)**                    **(Jan *2023- Oct 2023*)**

- Led daily production operations for cheese manufacturing, ensuring adherence to stringent quality, safety, and efficiency standards. Achieved a 15% increase in production efficiency and reduced product defects by 10%.

- Collaborated with logistics and supply chain teams, aligning production output with demand forecasts and reducing production delays by 20%.

- Utilized data analysis to identify process inefficiencies, resulting in a 12% reduction in operational waste.

**Financial Analyst - Fricity Capital**                    **(Jan *2022- Dec 2022*)**

- Developed financial models and forecasts that supported key investment and lending decisions, improving forecast accuracy by 18%.

- Designed loan pricing models focused on profitability and risk mitigation, reducing loan default risks by 10% and increasing profitability by 8%.

- Managed portfolio tracking using Excel and SQL, improving reporting accuracy by 15%.

**Junior Inventory Analyst (Internship) - Horizon Procurement**                    **(Mar *2021 - June 2021*)**

- Maintained accurate inventory records in the ERP system, achieving 98% accuracy in stock management.
- Conducted daily stock checks and assisted with monthly audits, contributing to inventory precision and reducing discrepancies by 20%.
- Streamlined warehouse organization, leading to a 25% increase in retrieval efficiency and improving overall operational efficiency.

## EDUCATION

- Bachelor's degree in Business Management **(Finance**), *Moi University -*

## CORE SKILLS

- Financial Analysis & Budgeting
- Administrative & Office Management
- Accounts Reconciliation & Reporting
- Cost Reduction & Efficiency Improvement
- Procurement & Vendor Management
- Data Analysis & Visualization (SQL, Power BI, Excel)
- ERP Systems (SAP, Oracle, Microsoft Dynamics)
- Regulatory Compliance & Risk Management
- Cross-Functional Coordination & Stakeholder Management

## KEY ACHIEVEMENTS

- Increased revenue growth by identifying and capitalizing on new business opportunities.
- Optimized logistics processes to improve customer fulfillment rates and operational efficiency.
- Strengthened client relationships, leading to increased sales and retention rates.
- Utilized data analysis to drive sales strategies and improve inventory management.