

24th June 2016

Managing Director
The African Academy of Sciences

RE: APPLICATION FOR THE POSITION OF BUSINESS DEVELOPMENT MANAGER

Following your advertisement of the above mentioned position in your organization, I would like to tender my application for the same.

I am a qualified Finance professional with academic qualifications of Master of Science (Finance and Investment) degree from the University of Nairobi And a Bachelor of Commerce Degree (Accounting Option) , Second Class Honors Upper Division from Kenyatta University. I am a certified accountant with CPA-K qualification (ICPAK Number 13855)

I have extensive experience in Credit management, Management accounts & financial management, and would like to pursue my career with your organization in order to apply my skills and potential to contribute to its bottom-line.

I am currently working at KCA University as a Credit Controller. Some of my current job responsibilities include:

- Developing & executing of Credit management policy for the University in relation to the University's Financial Policy
- Developing end-to-end Cash flow projections and monitoring for the University.
- Custodian of all debt collection documents for future reference like referral to debt collectors
- Giving collection projections monthly and per trimester.
- Providing all the debtors audit schedules i.e bad debt write offs, provisions for bad debts and debtors aging.
- Overseeing credit control functions of the university.
- Analyses of debtors accounts and identify doubtful debts for reference to debt collectors.
- Working with debt collectors (Metropol) in providing all required documentation and support

I possess requisite knowledge ,skills and experience gained from commercial entities and private sector organizations I have worked with in the past ,which are sufficient enough to handle the challenges inherent in the advertised post as exhibited in the attached resume.

I am geographically mobile and willing to relocate and travel for business purposes. I anticipate that my job application will take good credits from your hands.

Attached herewith, find my detailed curricula vitae for your perusal. Thank you for your time and consideration. I look forward to hearing from you soon

With regards,

CPA FRIDAH NDINDA KIOKO

Current salary Kshs 150,000

Contacts 0725932072