ROBAI N. KHAEMBA

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**Nairobi, Kenya**

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**Email: musundirobbie@yahoo.com/robbynabai@gmail.com**

**BIO -DATA**

**Birth Date:** April 4th , 1983

**Languages:** English & Kiswahili, all fluent

**Nationality:** Kenyan

**Marital Status:**

Single

**Gender:** Female

# SKILLS

**Accounting & Finance:**

* Proven experience in preparation of management accounts, budgets and implementation of budgetary control policies.
* Proven experience in preparation and analysis of financial statements and reports.
* A fully qualified Accountant CPA (K)
* Tax administration and management.
* Working knowledge of computerized accounting systems.
* Well conversant with interpretation of international accounting standards and international auditing practice statements.
* Competent in financial management, project appraisals and evaluation.

# Administration & Human Resource:

* Excellent analytical skills, communication and interpersonal skills
* Competent in all staff procurement issues.
* Effective team player and facilitator of unquestionable integrity.
* Working knowledge of various statutory returns.
* Proven experience in office stationery and equipment procurement.
* Demonstrable knowledge in office systems and procedure skills.

# EXPERIENCE

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| **May 2012**  **to date** | **COMMERCIAL EXECUTIVE – SCAN GROUP LTD**  **Duties:**   * Analysis of Credit risks and obtain security when needed * Collecting accounts * Dealing with collection problems beyond routine i.e. stages, devising special letters to customers, using third parties such as collection agencies , discussing debts with sales office, processing insolvency cases, recommending write-offs * Applying payments to accounts i.e. approving cash discounts, banking cheques, making cash book records. * Maintaining customer data files including credit ratings and payment trends * Checking customers Credit worthiness to establish suitable credit ratings and risk codes and country status for export * Fixing payment terms for export customers * Developing good relations with banks, credit organizations and training staff as required * Setting cash target to meet company planning and achieving targeted debt plans * Contributing to debtors budget and forecast and measuring and reporting debtors results * Follow up supplies billings * Client service * Billing clients and raising queries to suppliers. * LPO approvals * Reconciling supplier statements and approval for their payments. * Allocation of roles to junior staff. * Involved in recruitment of new staff in our department * Training. |
| **Jan 2009 to**  **Apr 2012** | **ACCOUNTANT – AL-SAIAR TOURS, TRAVEL & RECRUITMENT AGENCY LTD**  **Duties:**   * Undertaking overall responsibility of the management of financial planning, reporting processes. * Analyzing data, interpreting results and establishing new creative reporting tools. * Preparing financial statements, monthly managerial and progress reports against target indicators. * Verifying cheque requisitions and LPO’S on the basis of properly approved payment vouchers and ensuring that they are circulated to the relevant signatories. * Reviewing payments to suppliers to ensure accuracy and validity to prevent loss of funds as well as maintaining a favorable liquidity position. * Accounting for fixed assets, revaluation, devaluation and accounting for gains / losses on disposal. * Ensuring that tax reports and returns are generated accurately and timely. * Maintaining complete records of all financial transactions such as payment vouchers, receipts and other documents in accordance with accounting procedures. * Ensuring existence of and adherence to financial and system controls. * Preparing and remitting statutory and other lawful dues as are payable by the company including prompt pursue of VAT and other tax refund claims. * Verifying reconciliations of the cashbook with bank statements and checking balances against verifiable documents. |
| **Oct 2006 to**  **2008** | **CASHIER – GOFER COMMUNICATIONS** |

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|  | **Duties:**   * Customer service * Scanning * Making both local and international calls * Photocopying * Stock taking |
| **Apr 2006 to**  **Aug 2006** | **CASHIER - CITY PARK HOTEL**  **Duties:**   * Receipting client payment * Billing clients * Running cards for clients and seeking authorization |

**PART-TIME: CONSULTANCY SERVICES (TAX AND FINANCIAL SERVICES)**

**Afri Pharm Enterprises Ltd**

**Supertech Construction Company Ltd Falcon Ltd**

**PROFESSIONAL QUALIFICATION**

**Sep 2016- Mar 2017 Marketing Society of Kenya- Practitioners’ Diploma in**

**Marketing**

**Jan 2011-Jun 2011 Summit Institute of Professionals- CPA (Finalist) Jan 2008- Dec 2010 KCA University- CPA (Part I & II)**

**2006 St. John’s Ambulance- Community Health Worker (Credit)**

**ACCOUNTING PACKAGES USED**

**PACKAGES Quick books, Sage Financial Controller, Adams, Pastel, Fidelio System, Tally computer package, Sun System, Ebizframe ERP Oracle, and Working knowledge of MS office.**

**EDUCATION**

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| **2001** | **St.Mary’s Girls High School-Certificate in Kenya Secondary Education (Grade B)** |
| **1997-2000** | **Lugulu Girls High School** |
| **1989-1996** | **Matulo Primary School -Certificate in Kenya Primary Education** |

**REFEREES**

Mr. Mutuku Kitana

Supervisor- Commercial Department Scan Group

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Mr. Chris Kimakwa REA

Telephone +254 720 843 475

Mr. Mueiz Osman Bilal Managing Director

Alsaiar Tours, Travel and Recruitment Ltd Mobile +254 722 723 592