

# JEAN GUYA

Cell: +254 728 657175; Email: [jeanguya38@gmail.com](mailto:jeanguya38@gmail.com) ; P.O. Box 26613-00504 Nairobi, Kenya.

## PROFESSIONAL PROFILE

Results-driven finance and accounting professional with a strong background in accounts receivable management, financial reporting, and reconciliation. Experienced in overseeing financial transactions, streamlining invoicing and billing processes, and ensuring compliance with financial regulations. Adept at utilizing QuickBooks, Excel, and financial analysis tools to enhance efficiency and decision-making. Proven leadership skills in supervising teams, improving collection strategies, and optimizing cash flow management. A detail-oriented professional committed to accuracy, efficiency, and continuous process improvement within dynamic financial environments. Seeking an opportunity to leverage expertise in finance and accounting to drive operational excellence.

## KEY SKILLS AND COMPETENCIES

- Accounts Receivable & Payable Management
- Bank & General Ledger Reconciliations
- Financial Reporting & Analysis
- Invoicing & Billing Processes
- QuickBooks & Excel (Financial Analysis, Reporting, Reconciliation)
- Payment Processing (MPesa, RTGS, EFT, Bank Transfers)
- Cash Flow Management & Fund Withdrawals

## PROFESSIONAL EXPERIENCE

### Accounts Receivable Team Leader

*COLNET LIMITED | Nairobi, Kenya | June 2024 – January 2025*

- Supervised a team of 7 in invoicing, payment posting, and account reconciliations to ensure timely and accurate processing.
- Monitored team performance, providing guidance, feedback, and support to maintain productivity.
- Analyzed receivables, collections, and aging reports to identify trends and proactively address overdue accounts.
- Collaborated with sales and customer service teams to resolve discrepancies and improve customer satisfaction.
- Suggested and implemented process improvements to enhance accuracy and efficiency.
- Trained and onboarded new team members, fostering continuous professional development.

### Accounts Receivable Professional

*COLNET LIMITED | Nairobi, Kenya | January 2024 – May 2024*

- Prepared and processed monthly invoices for clients, ensuring timely and accurate billing.
- Managed daily fund withdrawals from the MPesa Business Platform, updating company accounts in real time.
- Monitored client payments across multiple channels, including bank deposits, RTGS, EFT, and mobile money (Mpesa).
- Utilized Excel and QuickBooks for daily payment reconciliations, maintaining an up-to-date debtors list.
- Generated aging reports in QuickBooks and Excel to track payment statuses and identify overdue accounts.
- Proactively followed up with clients on outstanding debts, resolving concerns and ensuring smooth communication.
- Led a regional team of market representatives, debt collectors, and customer care representatives, overseeing performance and collections.
- Created and maintained client profiles, ensuring accurate records for both active and former clients.

### **Customer Care Executive**

*OGILVY PR / Nairobi, Kenya / July 2019 – September 2019*

- Provided prompt and accurate responses to customer inquiries, improving satisfaction.
- Maintained detailed records of customer interactions for effective issue resolution.
- Demonstrated in-depth product knowledge to enhance client support.
- Prepared and presented weekly reports on customer service performance.

### **Finance Intern**

*Ministry of Transport, Infrastructure, Housing & Urban Development / Nairobi, Kenya / January 2017 – March 2017*

- Assisted Finance Officers in maintaining accounting records and budget documentation.
- Processed financial transactions through IFMIS, ensuring compliance with regulatory standards.
- Conducted bank and general ledger reconciliations to ensure financial accuracy.
- Supported the preparation of financial reports and vouchers.

## **EDUCATION & CERTIFICATIONS**

- **Bachelor of Commerce (Finance)** – Strathmore University, 2018
- **Data Analytics** – ALX Africa, 2023
- **ACCA Level 1** – Strathmore University, 2019
- **Software Engineering** – Power Learn Project (Ongoing)