

CURRICULUM VITAE

JOHN KIMATHI GIKUNDA

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- Date of Birth: 10th February 1988
 - Nationality: Kenyan
 - Gender: Male
 - Marital status: Married
 - Address: Po box 55534-00200, Nairobi
 - Languages: English, Swahili, and introductory French
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PROFFESIONAL SUMMARY

To clearly demonstrate writing and communication skills, interpersonal skills, networking skills, leadership, team building and teamwork and consultancy in empowerment of your esteemed institution.

PERSONAL PROFILE

To develop as a conscious individual with impeccable interpersonal skills, exude self-confidence and believe in the abilities of others. New challenges inspire me to expand my horizons employing my dynamism in life. I marvel in discovery of hidden potential in the process of crisis management.

CAREER OBJECTIVES

To advance my already acquired skills, in Business Development and Administration, for self-gratification and for the development of the society.

ACADEMIC QUALIFICATIONS

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| Ongoing: | CPA Part 2 (section 4). |
| 2007- 2011: | Maseno University, Bachelor of Business
Administration (Finance option) with IT (Information Technology) |
| 2002-2006:
education, | Chogoria Boys High School, Kenya certificate of Secondary |
| 1998-2001: | Chogoria Boys boarding Primary School, Kenya Certificate of
Primary Education |

WORK EXPERIENCE

March 2021: To date- Territory Manager at TWIGA FOODS ltd

Responsibilities

- Create regional sales plans and quotas in alignment with business objectives.
 - Support Depot managers with day-to-day depot operation
 - Evaluate depot and individual performances.
 - Report on regional sales results
 - Forecast quarterly and annual profits.
 - Identify hiring needs, select and train new sales and Fulfilment people.
 - Prepare and review the annual budget for the area of responsibility.
 - Analyze regional market trends and discover new opportunities for growth.
 - Address potential problems and suggest prompt solutions.
 - Participate in decisions for expansion or acquisition.
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- Suggest new services/products and innovative sales techniques to increase customer satisfaction.

December 2019 ; to March 2021 Area Business Development Manager Twiga Foods

Responsibilities

- Developing and implementing the sales operational strategy for the area to profitability
 - Organizing sales activities and functions in the field to achieve targets, revenues and desired quality of sales.
 - Ensure realization of 99% on revenue
 - Ensure 100% PJP coverage and adherence for both sales and distribution teams.
 - Ensure 60% Digital migration of customers to self-order.
 - Achieve 90% OTIF for the distribution team.
 - Daily Conversion rate of 50%
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November 2018: December 2019 Area Manager (North rift) at Mobisol (Engie Group) Kenya Ltd

Responsibilities

- Developing and implementing the sales operational strategy for the area, as well as alignment with the national sales targets and strategy
 - Organizing sales activities and functions in the field to achieve targets, revenues and desired quality of sales.
 - Overseeing sales-supporting operations to achieve high efficiency at optimized cost in coordination with respective Heads of departments.
 - Implementation of operational management strategy, including educating team leaders in applicable policies, guidelines, processes and procedure so that it can be reciprocated downwards.
 - Provide mentorship, leadership, management and vision to the area team.
 - Preparation, follow-up and review of financial budgets for the area
 - Analyzing business reports and identifying opportunities to maximize growth and expand the business through performance improvement, partnerships, mergers and new markets.
 - Ensuring Qualitative and on time installations and maintenance and also ensuring Its/MTs are trained, coached and the quality of their work monitored.
 - Supporting the process of assessing applicants by gathering benchmark data, supporting the analysis of causes for portfolio deteriorations and providing regular portfolio, compliance and routing guidance to the area credit controllers.
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April 2018 to October 2018: Supervising Credit Officers (country wide) at Mobisol (Engie Group) Kenya Ltd

Responsibilities

1. Assessment of applicants,
 2. Customer Work-out
 3. Portfolio management. This includes the assessment of causes for bad performances of the portfolio (e.g. fault scheme, training deficits)
 4. supervision of credit Officers, the monitoring of their work-out activities as well as ensuring their compliance with Mobisol RRM policies.
 5. Managing the daily work and activities of credit officers
 6. Assessing internal and external causes for portfolio deteriorations
 7. On time in full (OTIF) reporting to the Head of Customer Finance
 8. Credit Policy Amendment and documentation
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May 2014 to March 2018: Branch Manager at Juhudi Kilimo Ltd

Responsibilities

- ✓ Developing, ensuring implementation and monitoring of branch targets and drawing annual targets.
- ✓ Reconciliation of Recovered cash against customer accounts and ensuring 100% banking by the loan officers
- ✓ Leading and growing a healthy branch portfolio and minimize risk
- ✓ Leading, managing and ensuring effective utilization of the branch resources including fixed and non-fixed assets and people to ensure productivity to deliver results
- ✓ Managing conflict resolution in the branch
- ✓ Collecting, collating and preparing branch reports for management information and decisions
- ✓ Driving and managing market outreach to create and nature business networks and customer relations to grow branch portfolio
- ✓ Handling SME clients around my area of Jurisdiction
- ✓ Managing financial resources and processes including preparing monthly revenue reports, monitoring and reporting.
- ✓ Developing, training, motivating and evaluating staff to achieve highest levels of performance
- ✓ Handling and suggesting Partnerships in my area

June 2013 to April 2014: Senior Business Development officer at Juhudi Kilimo Ltd

Responsibilities

- ✓ Marketing and business development
- ✓ Achievement of set revenue target for the unit by aggressive customer
- ✓ acquisition, efficient product delivery, offering a diverse range of products and excellent customer service
- ✓ Formal appraisal of loan applications and presentation of the proposals to the organization's credit committees, to minimize exposures to, and impact of risks assisted with KYC, and portfolio maintenance. .
- ✓ Direct responsibility for the management and performance of all my portfolio and liquidation of pledged collateral in event of default.

- ✓ Report on performance, identifying issues and opportunities in terms of revenue growth and costs.
 - ✓ Refine and implement strategic business plans to acquire and retain customers
 - ✓ Ensure quality service levels are maintained.
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September 2012 to June 2013: working for Juhudi Kilimo Ltd as a business development Officer.

Responsibilities

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- Create awareness and mobilizing meetings
 - Assess and select viable groups using the laid down criteria
 - Train clients on credit and group management
 - Mobilization of savings among clients
 - Ensure proper loan application are done correctly
 - Ensure loan repayments are done timely
 - Ensure proper records are kept by both me and the groups for both loans and savings
 - Put in place mechanisms of managing arrears and default
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January 2012: to September 2012: working for Sameer Agriculture and Livestock Ltd (Daima) as a Pre-sale Representative.

October 2011: working for Sameer Agriculture and livestock Ltd (Daima) under Gap Marketing as a sales executive (van sale).

July 2011 – September 2011: Internship at **Ministry of finance (pensions Department)**

RESPONSIBILITIES

Revenue and returns, accounts dispatch, voucher preparation and authorization, cash office, reconciliation, claims/payments verification and approval, internal audit, assessment, payroll, ledger and final accounts, funds and deposits sections and the Kenya national Audit office.

August 2010: Polling and counting clerk during the referendum for **IIEC**

May 2010 – August 2010: Internship at the **Co-operative Bank** of Kenya

RESPONSIBILITIES

- ❖ Marketing ,Personal loans unit ,Audit checking ,Micro credit unit
- ❖ Weekly training on customer service

May 2008 – August 2008: Accounts Clerk at Miraculous Academy

RESPONSIBILITIES

Draft the school's budget, collect school fees, buy school foodstuff, process payments of staff, and run the school's account.

INFORMATION TECHNOLOGY SKILLS

Computer packages: windows, ms word, ms excel, ms access, ms publisher, ms power Point, desk top publishing, web design and publishing, MIS, multimedia and graphics, Internet computing

Accounting packages: Quick books

Research Packages: Statistical Analysis with SPSS,

Information system analysis and design and Server database Systems with mySQL.

VOLUNTEER WORK

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- ❖ Training on disaster management held at Maseno university on 24th and 25th March 2007
 - ❖ Cleanup at Luanda market November 2010
 - ❖ Cleanup exercise at Maseno School for the hearing impaired on 7th March 2009
 - ❖ Truth, justice and reconciliation workshop at Maseno University on 27th March 2010
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PERSONAL ATTRIBUTES

- ✓ Ambitious
- ✓ Obedient
- ✓ Self disciplined and motivated
- ✓ Team Builder
- ✓ Excellent Communication skills
- ✓ Working best under pressure
- ✓ Meeting datelines

HOBBIES

- Travelling
- Watching football and movies

- Listening to music
- Playing basketball and football

REFEREES

1. Mr. Shadrack Mutunga

General Manager

Juhudi Kilimo Ltd

Cell: 0721 867 668

2. Mr. Charles Barazah

Head Customer Finance

Mobisol Kenya Ltd

Tel no: 0791370481

3. Mr. Gerald Mbaabu M'lkunyua

Chief Accountant-Pensions

P.O Box 20191-Nairobi

Tel: 0722691578

Email: gmmaabu2001@yahoo.com

4. Mr. David Kiarie

Sales Manager,

Twiga Foods Ltd

Tel: 0722834748

