

ROBAI N. KHAEMBA

P.O. BOX 52637-00200

Nairobi, Kenya

Mobile: +254 728 976 254/ +254 723 116 375

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.
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EXPERIENCE

May 2012 to date	<p>COMMERCIAL EXECUTIVE – SCAN GROUP LTD</p> <p>Duties:</p> <ul style="list-style-type: none"> • 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	<p>ACCOUNTANT – AL-SAIAR TOURS, TRAVEL & RECRUITMENT AGENCY LTD</p> <p>Duties:</p> <ul style="list-style-type: none"> • 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	<p>CASHIER – GOFER COMMUNICATIONS</p>

	Duties: <ul style="list-style-type: none"> • Customer service • Scanning • Making both local and international calls • Photocopying • Stock taking
Apr 2006 to Aug 2006	CASHIER - CITY PARK HOTEL Duties: <ul style="list-style-type: none"> • 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

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
Mobile +254 723 339 643

Mr. Chris Kimakwa
REA
Telephone +254 720 843 475

Mr. Mueiz Osman Bilal
Managing Director
Alsaiaar Tours, Travel and Recruitment Ltd
Mobile +254 722 723 592