

**DANIEL OBONDI MOGUSU.**

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**PROFESSIONAL SUMMARY**

Detail-oriented and results-driven Accountant with 9+ years of experience in financial management, budgeting, and reporting within the logistics and courier industry. Proven track record of streamlining accounting processes, ensuring compliance, and supporting strategic decision making. Adept at managing day-to-day finance operations, cost analysis, and collaborating across departments to maintain financial integrity.

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**CORE COMPETENCIES**

- Financial Reporting & Analysis
- Budget Preparation & Forecasting
- Accounts Payable/Receivable
- Cost Accounting & Margin Analysis
- Tax Compliance & Regulatory Filings
- ERP & Accounting Software (SAP 4 HANNA, SAP BUSINESS ONE & DOVETAIL FREIGHTWARE)
- Audit Support & Internal Controls
- Cash Flow & Bank Reconciliation

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**PROFESSIONAL EXPERIENCE****Senior Accountant**

***FARGO COURIER LTD, NAIROBI-KENYA Jan 2016 – Present***

**ROLES.*****1. Invoice Processing***

- Receive and review supplier/vendor invoices for accuracy.
- Match invoices with purchase orders, delivery notes, and contracts.

***2. Vendor Management***

- Maintain and update vendor records.

- Communicate with suppliers regarding invoice discrepancies or payment issues.
- Build and maintain relationships to ensure continued service and preferential terms.

### ***3. Payment Processing***

- Prepare and process scheduled payments
- Ensure timely payments to avoid penalties or service interruptions.
- Record and reconcile outgoing payments.

### ***4. Reconciliation and Reporting***

- Reconcile AP ledger accounts with supplier statements.
- Resolve any discrepancies in a timely manner.
- Generate AP aging reports and assist with cash flow forecasting.

### ***5. Compliance and Documentation***

- Ensure invoices and payments comply with internal policies and tax regulations.
- Maintain records for audits (internal or external).
- Support VAT or withholding tax filings where applicable.

### ***6. Cost Control and Analysis***

- Monitor logistics-related expenses (e.g., fuel, freight, warehousing).
- Flag irregularities or unexpected cost increases.
- Support procurement and logistics teams in budgeting and forecasting.

### ***7. System Management***

- Use ERP or accounting software SAP 4 HANNA & DOVETAIL FREIGHTWARE for data entry and reporting.
- Ensure accuracy and timeliness in system entries.

## **ACHIEVEMENTS.**

- I together with my team managed to surpass Management expectations, by achieving twice the set targets on Suppliers' reconciliations.
- I have successfully given recommendations that posting of invoices and allocating them to their respective payments be done on the same day so as to minimize errors resulting from wrong allocations if the same is done at a later date.

## ***Accountant***

AUDREYTECH SOLUTIONS LTD NAIROBI-KENYA

***Jun 2014 – Dec 2015.***

- Process and issue over 500 invoices monthly in compliance with contract terms and internal controls.
- Monitor aging reports and follow up with clients to reduce outstanding receivables by 30%.
- Reconcile customer accounts and resolve billing discrepancies in a timely manner.
- Post payments via wire transfers, checks, and credit cards in SAP.
- Collaborate with Sales and Customer Service teams to improve billing accuracy and customer satisfaction.
- Handled AR ledger for 150+ customer accounts and ensured timely collections.
- Generated weekly AR aging reports and presented collection forecasts to management.
- Assisted with monthly closing activities and year-end audits.

## ***ACHIEVEMENTS***

- Reduced overdue receivables by 35% through process enhancements.
- Contributed to a 20% operational cost reduction by identifying inefficiencies.

## ***AUDIT INTERN***

KENYA UTALII COLLEGE, NAIROBI-KENYA

***OCT 2013-DEC 2013.***

Worked with a team of 8 in Internal Audit Department Charged with the following roles.

- Performed analysis and research to compile data to submit to auditor for special projects.
- Provided administrative and management assistance to auditor and directed activities in the office.
- Conducted audit of funds to meet proper accounting, reporting and disbursement requirements.
- Conducted audit of tender process
- Conducted audit of payroll.

## **ACHIEVEMENTS.**

- Boosted efficiency in Finance department in terms of Management of Accounting books.
- Ensured Timely Updating and Preparation of Monthly Financial Reports.

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## **EDUCATION**

### ***Bachelor of Commerce (Accounts option) university of Nairobi***

*Nairobi-Kenya 2010-2014*

Second class Lower Division.

### **Certified Public Accountant (CPA) 2013-2015**

*SECTION 6*

*PASS*

### **KCSE MUHOHO HIGH SCHOOL**

*2006-2009*

*C+*

### **KCPE CLANNE ACADEMY**

*1996-2005*

*383-500 MRKS*

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## **TECHNICAL SKILLS**

- **Accounting Software:** QuickBooks, Xero, SAP, Dovetail freight ware &Tally
  - **Tools:** Microsoft Excel (Advanced).
  - **Languages:** English (Fluent), Kiswahili (Fluent).
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**REFEREES:**

**MR. ANTHONY MACHARIA WAMBUGU**

ACCOUNTS MANAGER

FARGO COURIER LIMITED

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**MR. FANUEL BOAZ ONYANGO**

MANAGING DIRECTOR

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**MADAM RHODA MUSYOKI**

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