

### Adembesa Geoffrey

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Location: Nairobi, Kenya

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#### Bio Data

**Gender:** Male

**Marital Status:** Married

**Date of Birth:** 14<sup>th</sup> Sept 1986

**Nationality:** Kenyan

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#### Personal Profile

A confident and multi-skilled professional with over 7 years' progressive experience in processing payments and financial transactions according to specified accounting principles. Highly experienced in maintaining accounting records and reconciling bank statements. I am also skilled in verifying financial reports by running performance analysis software and handling reconciliations. A hardworking individual who has a demonstrated expertise in calculating payments to make sure that they are accurately posted in the system. Core competencies include credit control, debt management, spreadsheets, automated accounting systems, reconciliation, reports verification, budget preparation, statutory accounts management.

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#### Education

<b>2011- 2013</b>	<b>CPA(K)</b> Bright Star Institute Nakuru.
<b>2009 - 2009</b>	<b>ATC GRADUATE</b> MIS Center College Nakuru.
<b>2003 - 2006</b>	<b>Kenya certificate of Secondary Education(KCSE) Mean Grade C+</b> Boma Secondary School Kitale.

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#### ACHIEVEMENTS

- **Analytical Skills:** Recognizes areas of weaknesses requiring improvements and makes recommendations to the management for consideration, approval and implementation.
- **Communication Skills:** Communicates very well both orally and in writing. Possess good presentation skills and people handling techniques.
- **Planning and Organizing:** Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner.
- **Time Management:** Ability to prioritize work and manage time effectively.
- **Decision Making and Problem Solving Skills:** I am able to make timely, well considered and logical decisions on problem situations that may arise so as to find appropriate and workable solutions.

- **Computer Skills:** Good command of MS-word, MS excels, Advanced Excel Skills (V-look up, Pivot tables)
- **Outlook Skills:** Able to use outlook.

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## Work Experience

**August 2018-To Date    Aga Khan University Hospital**

**Position: Assistant Accountant-Receiveables**

### Responsibilities:

- Updating receivables by totaling unpaid invoices.
- Preparing customer statements.
- In charge of cashier's reconciliations.
- Calculating and posting receipts to appropriate general ledger accounts and verify details of transactions, such as funds received and total account balances
- Preparing monthly receivable statements.
- Managing petty cash administration.
- Confirming all the daily banking's have been done and signed against.
- Working with collections personnel to verify status of unpaid debts and solicit payments on overdue accounts
- Reconciling the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Facilitating payment of invoices due by sending bill reminders and contacting clients.
- Generating financial statements and reports detailing accounts receivable status.
- Monitoring customer account details for non-payments, delayed payments and other irregularities
- Generating ageing analysis, maintaining accounts receivable customer files and records.
- Initiating Collection Process to the assigned Accounts
  
- Supporting month-end and year-end close process
- Periodically reconciling the customer account totals with the general ledger control accounts
- Preparing bank deposits Report on a daily basis.
- Investigating and resolving customer queries
- Processing, transmitting and running credit card transactions for customer sales and refunds.
- Processing customer account adjustments.
- Generating customer statements and management reports.
- Any other Duty assigned.

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**Jan 2014 – August 2018**

**Kenya women Microfinance Bank**

## Position: Assistant Accountant

### Responsibilities;

- Identifying unmatched transactions and make follow-up with the custodian and prepare reconciliation reports to the Fund Administrators and Investment dealers;
  - Listing unmatched accounts to be remitted to the suspense accounts;
  - Reviewing all daily transaction entries to verify the correctness and completeness of the captured data and advise on required actions;
  - Reconciling collection account and ensure that any wrong debit entries are rectified.
  - Reconciling the various funds' daily cash balances between the Custodian and the in-house systems. (Administration and Fund Management System);
  - Preparing monthly reconciliation report of all the fund accounts and explain the variances;
  - Filing the monthly portfolio valuation reports for Fund Manager and Custody;
  - Working closely with Fund administrators, Investment dealers, Custodians and payment platform providers i.e. PesaLink;
  - Daily reviewing of the suspense account and ensure transfer to clients' accounts for reconciled entries.
  - Preparing weekly suspense position including the Aging analysis;
  - Preparing monthly reports for transactions at risk for submission to Unclaimed Financial Assets Authority (UFFA).
  - Any other Duty assigned.
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January 2012– January 2014    Bright Star Co Ltd

## Position: Accountant

### Responsibilities;

- Fee processing and reconciliations.
- Liaison with Parents, Guardians and other College Stakeholders.
- Daily updating all finance data and assist in finalization of school accounts.
- Regular reporting of all data as per laid down timelines.
- On time verification, processing & accounting of payables/receivables.
- Petty cash handling and reconciliation of cash & bankbooks
- Coordinating and ensure timely make all statutory payment payments.
- Physical verification of stocks and assisting in analysis of material losses.
- Regular reviews and analysis of financial data with the school head .

- Supporting the budgeting process.
  - Banking all receipts and first line liaison with bank as agent
  - Preparing and coordinating school specific audits
  - Coordinating wages, leave travel allowance and other payroll related matters
  - Dealing with service providers and suppliers
  - Organizing local purchases
  - Any other Duty assigned by Management.
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### **January 2011 to December 2011 Gardens Villa Hotel**

#### **Position: Assistant Accountant**

#### **Responsibilities;**

- Managing Petty cash and maintaining the necessary records and support.
  - Issuance of stocks from the store as per the laid down procedure, ensuring proper approval is done at every stock receipt and issuance, posting and reconciling stock issued, stocks on hand and incoming.
  - Invoicing all sales while ensuring that invoice details are captured correctly including terms of payment and taxes involved.
  - Reconciliation of the daily sales at the close of each business day ascertaining that the sales and the cash/cheque received are in agreement.
  - Carrying out regular physical stock taking and handle any discrepancies between physical stock and the balances on the accounting System.
  - Ensuring that debtors accounts are settled promptly and submit a weekly report of the debtor's balances at the end of each week.
  - Filing of all vouchers, receipts, and other accounting records into the respective files
  - Analyzing staff expenditure against the set budget and submit a monthly report on the same.
  - Any other duty as may be assigned by immediate supervisor or management
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#### **Interests & Hobbies**

- Individual Sports (Marathon Running)
- Team Sports (Basketball)
- Puzzles (Crosswords)

- Games (Chess)
  - Social Hobbies (Mentoring)
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## REFEREES:

Please feel free to contact any of the following to get more information about me.

### Professional Referee

Name: Mrs. Ruth Waithera

Position: Assistant Auditor

Company: Jokam & Associates (CPAK)

Tel: 0724-668190

### Professional Referee

Name: Mr. Stephen Mateve

### Position: Team Leader

Organization: Aga Khan university Hospital Nairobi

Tel: 0713645698

### Other

Name: Mr. Joseph Githiomi

Position: Lecturer

Company: Bright star college

Tel: 0725-145904













