

Alex M Karuri

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PROFESSIONAL EXPERIENCE

2020-Present **PAE INC.**

Dubai, United Arab Emirates

Finance Analyst

- Launched Microsoft planner and utilized Sharepoint that abridged communication shortfalls caused by remote work to scale down accrued income by 70%.
- Eliminated obsolete manual accounts receivable processes that boosted invoicing efficiency by US\$ 500K per employee, and mitigated invoices rejected by customers by 55%.
- Pioneered monthly program presentation and initiated monthly management call that highlighted strengths and key pain points that facilitated resolution of 50+ recurrent issues.
- Liaised with accounts payable and developed supplier invoice processing guidelines for the 4 tiers of strategic, tactical, operational, and commodity suppliers to cut down by 15% non compliant invoices.
- Onboarded senior accounts receivable staff, accelerated the team monthly invoicing to US\$ 6 million per month, boosted day sales outstanding (DSO) by 15%.
- Collaborated with internal auditors to resolve 100+ queries and was point of contact for invoice related queries.

2017-2020 **SMOLLAN INTERNATIONAL FZ LLC**

Dubai, United Arab Emirates

Senior Accountant (2019-2020)

- Reported to the Middle East and Africa CFO, performed a gap analysis by conducting a current state assessment to understand the inefficiencies associated with the existing manual finance department process and presented results in 2 months.
- Managed a team of 5 finance managers in 5 locations to streamline day to day operations in busy finance department environments also acting as a reliever on need basis, and directly supervised 2 locations finance departments with 6 direct reports.
- Consolidated financial results and reconciled inter-company ledgers from 12 countries within 5 days of the month end
- Spearheaded automation of financial reporting by migrating 12 Middle East and Africa entities to a new Sage ERP, coached 25 staff on cross functional collaboration during implementation, minimizing the full implementation time to 4 months.

Accounts Receivable (2018)

- Managed 3 accountants to transform the department to a thought and business partner mentality, achieved sales invoices of US\$ 7.2 million equivalent to 60% growth from prior year.
- Leveraged customer relationships to minimize day sales outstanding (DSO) by 28% to 50 days, average days delinquent (ADD) by 80% to 5, compared to 60 days credit period reducing operational cost per collection by 30%.
- Developed an invoice template and review process structured on client budgets adherence resulted to 60% reduction in the number of invoices revision requests by clients.

Accounts Payable and Tax Analyst (2017)

- Championed the transition to a paperless online vendor registration and document management system. Reduced costs of labor by 20% and up-skilled 12 manual vendor registration clerks to invoice processing.
- Grew the percentage of straight-through invoices to 60% and established a monthly supplier reconciliation process to reduce discrepancies and disputes.
- Analyzed 36 months of payments data and leveraged the results to negotiate with Citibank to discount the bank charges for vendor payments and salary transfers by 78%.
- Introduced a consolidated tax calendar for offices in 12 locations; attained 100% compliance in 2018 for all 12 countries and zero late filing fines.

2014-2016 **GRANT THORNTON.**

Nairobi, Kenya

Audit Associate

- Guided a team of 3 towards completing 40 external audits per year covering all the areas of the balance sheet and income statement in a portfolio of clients generating US\$ 500k/year revenue.

- Retrieved client data from ERP to perform tests of controls, investigated and detected fraud, identified and documented errors, notably intercepted fraud in 1 out of every 5 clients and errors in 100% of the clients.
 - Revamped the structure of management letters addressed to clients as post audit advisory value additions to strengthen internal controls leading to an improved NPS by 12%.
 - Proposed and implemented a major strategy change to improve the staff training process indirectly engaging 100 staff members on interactive monthly refreshers.
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EDUCATION

2010-2014 **SOUTH EASTERN KENYA UNIVERSITY**
Bachelor of Science in Actuarial Science

Nairobi, Kenya

ADDITIONAL INFORMATION

- Languages: English (native), Swahili (native)
- Technical Skills: Python (intermediate) , Excel (Advanced), IFRS, Presentation skills.
- Certifications: Certified Public accountant CPA Level 4 (December 2016)