

# KEVINS CHOMBA GIKURU

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## PROFESSIONAL SUMMARY

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A seasoned financial professional with a robust track record of over eight years of expertise encompassing comprehensive inventory management, credit control, accounts receivables & payables and financial management. Demonstrated proficiency in diverse areas such as bank reconciliation, debt and credit management adeptly managing high-value portfolios. Recognized for exceptional debt negotiation skills resulting in substantial reductions and optimized cash flow management. My achievements reflect a commitment to achieving financial excellence while fostering sound financial practices and driving organizational growth.

## PROFESSIONAL SKILLS

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- Cost and financial analysis
- Accounts and project management
- Business Partnering & decision Support
- Risk management and variance analysis
- Collections management
- Pricing and Inventory management.
- Financial Management and controls
- Budget forecasting
- Process implementation and improvements
- Expertise in ERP accounting Software
- Policy and procedures development/review.
- Debt and credit management.
- Dispute resolution
- Inventory management

## KEY COMPETENCIES

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- Audit awareness by preparing for financial audits, ensuring accurate record-keeping and compliance.
- Awareness of accounting standards (GAAP or IFRS) and adherence to regulatory requirements.
- Data Analysis: Strong analytical skills to interpret financial data and identify trends.
- Customer Relationship Management: Strong customer service skills to maintain positive client relationships.
- Reporting and Presentation skill for presenting financial data to stakeholders and senior management.
- Experience with ERP systems such as QuickBooks, Orion and Microsoft Dynamics Navision and Microsoft office suite.

## EDUCATION

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Bachelor of Commerce (Finance Option) – Jomo Kenyatta University of Agriculture and Technology.  
Kenya Certificate of Secondary Education (KCSE), Moi Forces Academy – Grade B+.

## PROFESSIONAL TRAINING

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Certified Public Accountant with ICPA-K  
Kenya School of Credit Management (KASNEB) CCP-K (PART 1)

## PROFESSIONAL EXPERIENCE

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### **Hotpoint Appliances Limited**

**Senior accountant – Credit control & Accounts receivables.**

March 2020 to Date

#### Roles & achievements

- Successfully reduced the overall DSO by 19% within six months by swiftly implementing appropriate interventions resulting in improved cash flow and financial stability. This encompassed proactive measures

such as recommending the issuance of demand letters, leveraging Credit Reference Bureau (CRB) listings, engaging debt collectors, and collaborating with legal professionals when necessary.

- By meticulously assessing and securing credit limits in line with the company's risk tolerance, I played a pivotal role in minimizing credit-related losses, optimizing the credit portfolio, and maximizing sales opportunities fostering overall company growth.
- Spearhead the process of provisioning for bad debts, aligning it with the company's financial objectives to maintain cash cycle efficiency at a minimum, in line with budgeted levels.
- Successfully implemented strategies that led to a 15% reduction in bad debt write-offs within one year, significantly improving working capital efficiency and contributing to the company's financial stability.
- By implementing rigorous account reconciliation processes, contributed to a 40% decrease in payment disputes and financial discrepancies, bolstering the company's financial integrity and reducing reconciliation time.
- Demonstrated exceptional investigative skills by efficiently resolving unknown customer deposits, driving precise postings, and ensuring accurate allocation, resulting in improved financial transparency and accurate records.
- Utilizing data analysis tools and reporting techniques to generate actionable insights. This by preparing comprehensive projected/collection reports, bad debts reports, and aged-debtors reports. Thereby providing valuable insights into the company's financial health and credit risk exposure.
- Maintaining critical customer contracts, including consignment arrangements and residential housing project contracts, ensuring adherence to contractual agreements and commitments.
- Continuously driving processes improvements by proactively proposing recommendations for periodic policy changes, system enhancements for automating credit control tasks, and efficiency improvements in departmental processes to align with evolving business needs.
- Implemented a more efficient credit approval process, resulting in faster credit decisions and reduced delays in sales orders and customer onboarding thereby contributing to improved customer satisfaction and revenue growth. This evidenced by year-on-year increase in credit sales.
- Cross functional team collaboration involving other departments to align credit control objectives with business goals and enhance credit risk mitigation
- Developed training programs to deliver to junior credit control staff that has resulted in improved credit evaluation skills, increased efficiency, and enhanced overall department performance.

#### **Inventory and Cost accountant**

August 2018 to February 2020

##### Roles & Achievements

- Spearheaded effective communication between product and department managers by preparing and delivering inventory level reports, goods received inventory trackers, and goods-in-transit reports, ensuring all stakeholders had real-time visibility of inventory levels and locations
- Collaborated cross-functionally to align inventory levels with demand forecasts, contributing to enhanced inventory turnover rates and a 6% reduction in carrying costs.

- Proficiently executed costing procedures, showcasing precision in the calculation of costs for both local and overseas new inventory products. Skilfully integrated these cost figures into comprehensive cost of sales and inventory cost reports. The precise cost integration contributed to informed pricing decisions, enhanced profitability, and more effective inventory management.
- Successfully established and executed a systematic process for the timely identification and communication of inventory variances to the management team. This proactive approach enabled swift corrective actions, ensuring that inventory accuracy was consistently maintained.
- Proactively reviewed and assessed obsolete or redundant inventory, strategizing their efficient removal from the warehouse through methods such as scrapping or conducting flash sales below cost.
- Spearheaded the preparation of comprehensive monthly cost valuation reports covering aspects such as project costing, sales return analysis, stock adjustment reports, slow stock movements and obsolete stock monitoring.
- Provided daily reports on sales performance against budget to the CEO and management, offering timely insights into the company's financial progress.
- Maintained meticulous records and oversight of bonded inventory, minimizing compliance risks, and optimizing inventory turnover.
- Established and implemented a comprehensive inventory management policy and procedures, establishing a structured framework for rigorous inventory control and accountability. The demonstrated commitment to compliance was by ensuring adherence to industry best practices and regulatory requirements that fostered transparency and efficiency in all inventory operations
- Proficiently managed the tracking of overseas part shipments, demonstrating a commitment to accuracy in calculating landed costs and conducting meticulous reconciliations of inventory control accounts. My proactive approach led to early identification of discrepancies within the shipment process, enabling swift corrective actions and effectively minimizing financial risks. These efforts contributed significantly to cost savings.
- Spearheaded the annual inventory budget preparation process, fostering collaboration with department heads and product managers. The prepared inventory budgets were aligned seamlessly with company objectives and financial targets. The budgeting process contributed significantly to improved financial planning and resource allocation

**Brand, Strategy and Design (E.A) Ltd**  
**Credit Controller /Accounts payable,**  
 April 2017 to August 2018

#### Roles & Achievements

- Consistently ensured the punctual and precise billing process, overseeing the dispatch of invoices and statements to all retainer business partners. It constitutes a comprehensive commitment to maintaining the accuracy of postings to all accounts receivable within the organization's financial and reporting system.
- Performed the critical role of collections and recovery of all outstanding debts. This included proactive measures to engage clients, manage delinquent accounts, and facilitate successful debt recovery strategies.

- Proactively prepared and consistently delivered weekly cash flow forecast reports to senior management, encompassing collection reports and updated debtors' reports. These reports served as essential tools for offering valuable insights into the organization's financial health.
- Vigorously maintained an up-to-date client contact register, playing a pivotal role in ensuring effective communication and relationship management with our valued clients. Consistently upheld and enforced compliance with contractual terms and conditions, diligently meeting client expectations for timely collections.
- Demonstrated proficiency in account management by efficiently opening new accounts in accordance with clients' contracts.

#### **Payables**

- Proficiently executed scheduled payment runs, aligning each payment with established due dates and meticulously sorting payments across multiple platforms. Balance verification prior to each payment run was done thereby safeguarding the organization's financial stability and unwavering adherence to payment schedules.
- Engaged the vendors and technical leads, fostering collaborative relationships aimed at investigating and resolving invoice discrepancies. The joint efforts assist in streamlining the invoice processing workflow and establishing a proactive approach to dispute resolution.
- Prepare analysis of accounts as may be requested, process expense reports and maintain the cash requirement/float tracker
- Promptly applying bills in the system, facilitating accurate and timely financial transactions. Demonstrated efficiency by consistently sending payment remittance slips to vendors after each accounts payable run, prioritizing transparency and actively fostering positive vendor relationships
- Regularly conducted bank reconciliations in the system to maintain accurate financial records and ensure alignment with bank statements.
- Assumed responsibility for reconciling the accounts payable ledger, meticulously accounting for all bills and payments while ensuring accurate posting.
- Provided crucial supporting documentation for audits, payroll management, and asset management, facilitating these processes and maintaining compliance with regulatory requirements

#### **Chloride Exide Kenya Limited**

##### **Credit Control assistant,**

July 2013 - March 2017

#### **Roles & Achievements**

- Preparation of weekly and monthly collection and aged debtors reports for credit control committee, senior management, and sales team.
- Customer account management such as updating physical address changes, purging records of deceased, verification and validation of customers' details as received from principals.

- Conducting background checks on new customers, creation of customer accounts and submission for approval.
- Allocation of cheque and M-pesa receipts, sending of monthly statements and regular debt follow by visits, email, and phone calls.
- Processing refunds, staff advances & loans for salary deduction, sales order and credit note approvals.

#### Other duties

- Conducting bank and M-pesa reconciliations.
- Expensing bank debits, passing intercompany journals and preparing balance sheet schedules to support management accounts.
- Participation in internal and year-end external audits.
- Cash office management, monthly reconciliation of cash accounts and maintaining fixed assets (MV) register.

#### **Achievements and training**

- ✓ BSD Group Ltd, Employee of the year Award 2017.
- ✓ Trained as an internal ISO auditor.
- ✓ Trained in advance level excel.

#### **PROFESSIONAL REFEREES**

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Please feel free to contact the under-mentioned about my competence, work ethic and performance.

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Brand, Strategy and Design Ltd,  
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