|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dickson Jakinda Otieno**  P.O Box 81011 Mombasa, Kenya  Telephone no: +254 728 269 602 Email: dickjakinda@gmail.com | | | | | | |
| **Bio Data** | **Gender:** Male  **Date of Birth:** 16th Feb 1987  **Nationality:** Kenyan | | | | | |
| **Personal Profile** | A result-driven professional with aspirations of a progressive career in the Logistics and Supply Chain industry seeking to contribute via sound leadership, management and financial skills. I am self-driven, ambitious, innovative, analytical, a fast learner, and pride myself as a true team player with good interpersonal skills. I possess a great desire and drive to prosper in all work that I venture into. I am very reliable and endear to forecast and go beyond expectations. I have also acquired a high degree of versatility, endurance and experience in my professional work having worked in different organizations. I desire to work within a challenging and rewarding environment, which will give me an opportunity to utilize my acquired skills, apply my academic knowledge that leads to both personal and organizational growth to international standards. | | | | | |
| **Education** | **Dec 2012 – Jun 2014** | **CPA Part III Finalist**  Vision Institute of Professionals, Star Institute of Professionals, Self-Study | | | | |
| **2007 – 2011** | **Bachelor of Business Management, Finance and Banking option**  Masinde Muliro University of Science and Technology  Attained: Upper Second-Class Honours | | | | |
| **2006 – 2007** | **CPA Part I and II**  Vision Institute of Professionals | | | | |
|  | **2002 – 2005** | **Kanga High School**  KCSE B+ Mean Grade | | | | |
| **Skills / Abilities** | Ø  **Financial Skill:** Measuring financial risks and then developing and implementing strategies to minimize that risk. Advising on the financial implications and consequences of business decisions.  Ø  **Numerical and Accounting Competency:** I have the Knowledge of accounting principles, practices and procedures that are used in preparing financial statements. I am comfortable with numbers and excellent in performing detailed numerical computations.  Ø  **Accounting Skills:** Knowledge of accounting and bookkeeping terminology and practices; Ability to understand and apply current accounting guidelines, system updates and revisions, and policy changes.  Ø  **Analytical Skills**- Recognizes areas of weaknesses requiring improvements and makes recommendations to the management for consideration, approval and implementation  Ø  **Team leader and Player** -   I enjoy sharing knowledge and encouraging development of others to achieve specific team goals.  Ø  **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.  Ø  **Negotiation skills:** The ability to persuade, influence and explore positions and alternatives to reach outcomes that will gain acceptance of all parties and will also meet your organization's strategic procurement objectives. | | | | | |
| **Working Experience** | **April 2020 to present** | | | **Siginon Global Logistics** | | |
|  | **Treasury Accountant:**   * Receipting and Banking of all cheques, deposits and mobile monies received for the division. * Assisting in creating cash inflow and outflow projections for the division on a weekly basis. * Preparing bank account balance and movement status reports for the division. * Ensuring the efficient management of company’s bank accounts. * Maintains and manages all bank reconciliation records, bank statements and registers for the division. * Reconciling of bank statements against the GL, and clearing accounts assigned. * Checks and verifies bank transactions; and also investigates and proposes possible resolution for any discrepancies * Processing foreign currency and interdivisional transfer payments. * Interest rate risk management. * Development of risk mitigation strategies, including foreign exchange risk strategies | | |  | | |
| **Working Experience** | **April 2012 to April 2020** | | | **Siginon Global Logistics** | | |
| **Works as:**  Revenue Accountant  **Responsibilities:**  Ø  The Clearing and Forwarding- Finance Lead.  Ø  I undertake Revenue recognition for the various projects that entail bulk, break-bulk, containerized, LCL, trans-shipments, exports and transit shipments.  Ø  I maintain accounts (AP) with warehouse agents and transporters by preparing accurate supplier reconciliations that lead to payments that are well supported to ensure prompt vendor invoice settlement.  Ø  I greatly contribute in the preparation of final accounts that relate to clearing and forwarding on a monthly basis and ensure efficient workflow from A.R desk without interruptions due to omissions or commissions.  Ø  I maintain accounts with various shipping lines, transporters and subcontractors in terms of resolving invoice discrepancies with operations, corresponding with these parties by lodging claims, ensuring that coding and inputting is accurate and settlement.  Ø  I assist in the preparation of budgets for clearing and forwarding projects and also interest myself in the follow-up for any variances and corrections needed.  Ø  I am well versed in reconciliations; inter-divisional accounts, expense accounts.  Ø  I am versed in petty cash management, salary deductions and statutory payments like VAT, Withholding VAT and WHT. | | | | | |
| **Sept 2011 - March 2012** | | | | | **Faulu Kenya** |
| **Worked As:** Direct Sales Representative  **Responsibilities:**  Ø  Marketing and selling Faulu Kenya's products that include savings accounts, SME & individual loans, health insurance and group loans.  Ø  Managing of groups by ensuring complete payment & debt collection.  Ø  Advising clients on better business practices and disbursing of loans.  Ø  Customer care duties that relate to guiding customers on how to make loan payments, account inquiries and service inquiries. | | | | | |
| **July 2010 - Aug 2010** | | | | **Kenya Ports Authority** | |
| **Worked As:** Attaché at Personnel and Finance Departments  **Responsibilities:**  Ø  Preparing leave allowances, overtime allowances and miscellaneous expenses.  Ø  Maintaining employee files.  Ø  Preparing VAT records.  Ø  Reconciling payroll payments.  Ø  Maintaining cash and cheque records. | | | | | |
| **July 2008 - Aug 2008** | | **Mombasa Polytechnic University College** | | | |
| **Worked As:** Attaché at Finance Departments  **Responsibilities:**  Ø  Issuing supplier payment cheques.  Ø  Preparing VAT returns.  Ø  Preparation of payment vouchers.  Ø  Maintaining and filing of invoice records.  Ø  Overview of preparation of payroll. | | | | | |
| **Additional Information** | **Achievements**  Ø  I have been rated the best invoice account holder among WFP vendors 2018 and 2019.  Ø  I have accomplished the collection of container deposit refunds from a balance of 9 million during the month of June 2013 to a balance of 4 million as at April 2015.  Ø  I had initiated the deposits of more than 50 accounts and disbursed Ksh. 400,000 in loans at Faulu.  Ø  I have been able to improve relations with vendors and customers alike using good customer relationship management skills to ensure client needs are met optimally and to resolve issues of payment and cost amicable.  Ø  I have been able to apply cost management to enable the WFP project to only incur costs that are within budget and that will eventually provide a profit as a whole to the company.  **Participations**  Ø  2004- 2005: Migori District Basketball High School Championship  Ø  2005:  Team Captain at Kanga High School Team that reached the Provincials.  Ø  2004: Influential team player Kanga High School Team that reached the Provincial quarterfinals.  Ø  I am part of the Finance team at Siginon Global Logistics that had the least audit JVs after the 2013 external audit and was ranked the best division.  **Memberships**  Ø  Member of Students in Free Enterprise MMUST  Ø  Member of ROTARACT International MMUST.  **Hobbies**  Ø  Playing and watching Basketball  Ø  Reading, business journals and spiritual writings | | | | | |
| **Referees** | Mr. George Omeda  World Food Programme  Telephone no: +254 721 667 147    Mr. Odhiambo  Lecturer  Masinde Muliro University  0715171193    Mr. Mourice Odeyo  Internal Auditor  Technical University of Mombasa  Telephone no: +254 733 883 333 | | | | | |
|  |  |  |  |  |  |  |