**Faustina Naliaka – CV.**

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Nairobi – Kenya.

***Personal Profile***

Exceptional strategic, lateral and conceptual thinker and developer of practical solutions for

Businesses challenge providing accurate assessments to enhance growth and protect revenue.

Endowed with valuable experience over the years in enhancing financial functions, compliance, global business change management and having advisory roles in the Leadership Team.

Integrity, professionalism, resilience and passion is exemplified in my work ethics as I am highly committed to producing excellent results in a swift, caring, collaborative and creative approach with zero tolerance to corrupt practices.

Above all else, I am a born again Christian.

***Results oriented Accounting & Finance management Professional with expertise in;***

* Budgeting and variance reporting, financial planning, analysis and reporting, financial modeling, financial data analysis, internal controls, forecasting and risk management.
* Cash flow / liquidity planning & management, treasury management, general ledger administration, internal audit, compliance reporting.
* Payroll management, credit control, fixed assets register management.
* Tax Management, Resolving tax disputes & handling KRA audits, Tax due diligence & Health Checks.
* Internal and External Auditing and Tax Advisory.
* Supply and Operations management (Oil & Gas Industry), Petroleum stock management and control.

***Skills highlight.***

* In-depth knowledge in developing, implementing and maintaining a set of comprehensive Finance policies and procedures.
* Experience in enhancing financial functions, establishing corporate governance processes, compliance, global business change management and having advisory roles in the Senior Leadership Team.
* Highly skilled in developing and implementing organization internal controls to eliminate fraud and manage risk enhance growth and protect revenue.
* Expertise in preparing timely and accurate Financial & Management reports while ensuring compliance to IAS, IFRS, GAAP’s, Internal Controls and maintaining financial integrity.
* Well versed in various taxes including (VAT, Withholding taxes, Installment taxes, corporate taxes, Income taxes, Advance taxes) and submission of Statutory returns via KRA I-tax system
* Proficient in credit control procedures such as collection and repayment strategies, debt recovery procedures, and write-in and write-off procedures.
* Strong quantitative and analytical competency including using Excel formulas and functions
* Skills in analyzing Financial / Accounting data, preparing financial reports, statements and projections using QuickBooks and Excel.
* Proficiency in Microsoft Office software with a bias in Ms. Excel, PDF and other collaboration tools
* Ability to work well in a team oriented environment as well as handle and prioritize multiple tasks while maintaining accuracy and attention to detail.
* Keyboarding skills with proficiency in using Ms Office, Outlook calendars Virtual meeting / Communication tools

***Work experience.***

**LEAD BUSINESS CONSULTANT**

**EMF Consultants ltd | 2018 – To date**

This is a startup financial consultancy firm that offers bookkeeping, tax, auditing and financial consultancy to SME in Kenya; co-owned by two other directors and I. we have a portfolio of SME that we offer our services. Some of the tasks as a lead Business Consultant, Includes

* Providing assurance on internal financial controls, risk management and corporate governance.
* Acting as a consultant to the business reporting to the MDs and part of the Senior Leadership Team.

**Achievements**

* Minimizing Credit risk exposure and reduce bad debts losses by developing, implementing and maintaining effective and professional credit control policy and procedures for the Clients.
* Reviewing the company’s credit control procedures with the aim of ensuring better cash cycle management and suitable liquidity.

**SUPPLY AND OPERATIONS ASSISTANT**

**Bushra Energy | 2016–2017.**

Coordinated and planned efficient inbound and outbound logistics to ensure that sales orders were delivered as per schedule. Other keys tasks;

* Arranged for the transportation of Oil and Gas to/from offshore/ overseas and between onshore locations.
* Developed a supply plan for finished products based on available stocks and sales forecasts and scheduled imports.
* Ensured that all customs documentation was completed.
* Ensured that the end client is kept up to date about delivery schedules and potential delays. Negotiating transportation costs with providers.
* Provided leadership and technical expertise to finance, administration and human resource functions by establishing sound procurement, security, finance, human resource policies.

***Achievements***

* Managed out of stock from high of 12% to below 3%.
* Negotiated favorable terms with insurance and transport providers that resulted in significant cost savings of up to 30 %.
* Controlled inventory Levels to ensure reduced holding costs, achieved a record 95% Inventory accuracy.

**ASSISTANT ACCOUNTANT**

**BEMSAT Limited | 2014 - 2015**

Performed day to day accounting business activities including general ledger accounting functions, financial reporting, preparation of accounting schedules, and reconciliations for the purpose of ensuring that department functions are completed in an accurate and timely manner. Other tasks were;

* Prepared and analyzed accurate monthly financial and management reports, including income statement, balance sheet, budget and variance, projections and forecast, cash flow.
* Updated the cashbook on a daily basis, successfully cutting unnecessary overhead costs, and huge bank overdraft charges incurred from short-term borrowing.
* Monitored expenses in the P&L account on daily basis to ensure that expenses were properly booked and timely corrections done if any.
* Maintained adequate and effective internal control processes which improved month end close and reporting cycles, ensured timely and accurate reporting.
* Asset management - in charge of all company assets acquisition, transfers, reclassification, valuation and disposal.
* Managed and maintained account payables while cultivating a good rapport with over 100 vendors through timely payment of their invoices and account reconciliations.
* Prepared tax returns, withholding tax deductions ensuring compliance of the Company with all statutory deadlines and obligations.
* Responsibility for petty cash including maintenance of petty cash records and completion of cash reconciliation at each month end.
* Processed period ends ensuring that all outstanding reconciliations and errors were dealt with before the closure to ensure availability of accurate data for generation of financial reports for decision making.
* Coordinated annual external audits and liaised with consultants for timely tax computations& filing of returns.

***Achievements***

* Positively impacted cash flow and working capital of the Company by ensuring the accurate and timely processing and payments of accounts receivable.
* Achieved 100% statutory compliance and eliminated tax penalties by ensuring that all statutory returns were accounted for, filled and paid on time to the relevant authorities.

Negotiated better supplier trade credit terms up from 60 days to 120 days and guaranteed the business better cash flow.

* Maintained the Finance filling system ensuring zero cases of misplaced documents, quick document retrieval and adherence to the filing system.

**ACCOUNTANT/OFFICE ADMINISTRATOR**

**Consumer Gas Kenya limited | 2013 – 2014**

Prepared timely, accurate Management statements and Financial Reports while ensuring their accuracy, completeness and conformance to the reporting standards. Other key tasks were;

* Daily and monthly management of reporting needs including managing the variance analysis of actual results against budgets/forecasts.
* Management of the capital expenditure budget to ensure high rate of return on investment.
* Prepared expenditure reports and ensured all payments were authorized, supported with proper documentation, and posted on the accounting system.
* Managed the banking and receipting process including all controls around the entire cash and bank process.
* Prepared and processed the staff monthly payroll in an accurate and timely manner.
* Tax returns - Prepared VAT returns on a monthly basis ensuring accuracy, timely submission and payment.
* Fixed asset register management i.e. preparation of movement schedules, computation of additions, disposal, depreciation, annual verification and reconciliations.
* Supported audit exercises by providing required information to both internal and external auditors.
* Supervised members of the administrative staff, equally dividing responsibilities to improve performance -Managed agendas, travel plans and appointments for upper management

-Managed emails, letters, packages, phone calls and other forms of correspondence

***Achievements***

* Achieved Inventory accuracy of 99% by performing Cycle counts & coordinating Stock Takes.
* Achieved a Zero difference in Intercompany reconciliations and a Zero balance of the Debtors.
* Negotiated prices and payment terms with key suppliers taking into account the Company working capital requirements and cash flow projections
* Minimized Overdrafts and loans by preparing timely and accurate cash flow forecasts.
* Set up internal controls for accounting systems and general operations of the finance department resulting to increased efficiency.
* Discussed, created and set budgets with the operations team based on forecasts and available resources thus trimming down unnecessary expenses by 50%.

**Other positions held.**

* Accounts / Finance Trainee, EDG & ATELIER. 2012.
* Auditing trainee, Walwa and Company (Auditing firm). 2012.

**Education**

* Bachelors Degree in Business Management at UoPeople…Ongoing
* Certified Public Accounting, Pass in Part 1 (Part 2 ongoing) at KCA University. Ongoing.
* Kenya Accounting Technician Certificate (KATC 1& 2), KCA University. June 2009 & June 2011.
* Certificate in QuickBooks Professional Accounting Software, KCA University. Aug – Sept 2009.
* Kenya Certificate of Secondary Education (C), Miritini World Bank Secondary .2003 - 2006.

**Referees**

* **Charles Hungi. ( Career Mentor)**

**Chief Accountant | EDG and Atelier limited**

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* **Felix Ochieng Okoth**

**Co-Founder | EMF Consultants Ltd**

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