

FANNUEL OCHIENG MARTINS

P.O Box 8148 - 00100 Nairobi

Tel: 0721 425183, 020-247029

E-mail:rasmato@yahoo.com

Career objective

I aspire to pursue a challenging and productive career as a *Finance Manager*, harness my full range of skills and implement my knowledge & ability with focus on the organizational goals so as to impact a difference both as an individual and as a team member. My goal also extends to attaining an ideal accounting position in any organization with a progressive origination that offers dynamic and competitive working environment.

Personal Details:

- Nationality : Kenyan
- Marital Status : Married
- Languages :English, Swahili & Luo(Fluently spoken & written)
- Religion : Christian

Education & Professional Qualifications:

- Bachelor of Business Management Degree ,(Moi university)- 4th year
- Certified Public Accountant (CPA K), **Vision Institute of Professionals** - 2004-December 2008.
- Kenya Certificate of Secondary Education (KCSE) – C+, **Barding High School**.2000-2002.
- Kenya Certificate of Primary Education (KCPE) – B+ (Plus), **Maseno Mixed Primary school**.1990-1997

PROFESSIONAL WORK EXPERIENCE

Accountant

University of Nairobi (Main Campus) – September, 2006 - date

Duties & Responsibilities:

- Ensuring proper invoicing and posting of payment vouchers into ACCPAC system.
- Receipting fees and graduation monies using Students Management information system.
- Assist in preparation of monthly Bank reconciliations and budgetary allocation of funds to various expenditure votes using UMIS system.
- Assist in preparation of Quarterly performance contracts for various Schools in conducting budget control and reviews.
- Assist in preparation of periodic financial statements of College of Humanities & Social Sciences (CHSS) i.e. Income & expenditure, Cash flows variance analysis & Budgeting.

Accountant

Neptune Credit Management, February 2005 – August 2006

Duties & Responsibilities:

- Preparation monthly management reports and other financial information in a timely and accurate manner in accordance the Company's requirements
- Preparation of annual budget, which involved reviewing of future business plans to develop the budget
- Monthly bank reconciliations & analyzing various general ledger accounts
- Verification of supporting documents & preparation of payment vouchers
- Managed company's taxes ,VAT returns, withholding taxes and Statutory deductions
- Cash flow management of the firm and managing to ensure cost minimization
- Safeguarding tangible and intangible assets and its record maintenance.

Assistant Accountant

Modi & Associates, January 2004 - January 2005

Duties & Responsibilities:

- Processing company payroll, ensuring payment of statutory deductions & strictly filing of VAT returns in time.
- Bank reconciliation and gross profit computations for various company branches
- Preparation monthly management reports and other financial information in a timely and accurate manner in accordance the Company's requirements
- Update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable)
- Carrying out verification, tests and checks in any kind of audit exercise and provide corrective measures where necessary.
- Computation of annual tax Returns for individuals, partnerships, and limited Companies.

Key Professional Skills:

- Experienced in Sage Pastel, QuickBooks and Sage ACCPAC accounting packages
- Update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable)
- Ability to enter data into computer system using defined computer programs
- Leadership and counseling skills
- Well versed in Microsoft Office; Word, Excel, PowerPoint

Team building and Corporate social Responsibility

- Participated in a cleanup with Umoja estate
- Participating in football clinics in kayaba slums in south b

Interests:

- Reading Christian literature
- Traveling/adventuring
- Listening to music

REFEREES

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

**1. Kennedy Modi
Modi & Co advocates**

P.o.Box 8148-00100

Nairobi

Tel: 0722857059

**2. Kennedy Okiro
Senior Lecturer (finance)**

University of Nairobi

College of Humanities and Social Sciences

P.o. Box 22856

Nairobi

Tel: 318262 ext 28097

Pastor Robert Ayonga

University of Nairobi Chaplain

P.o.Box 30197

Nairobi

Tel: 0722860711/318262 ext28066