

SHADRACK MULI MUNYAO

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Objective

I am a result driven Business professional with vast knowledge in Business Dynamics ranging from Accounting to Finance and marketing. Over the time, I have mastered a progressive career by demonstrating the ability to prioritize assignments and making effective decisions. I am characterized by high levels of consistency and accuracy in my areas of work enabling me deliver recommendably in achieving company's set goals. I desire to obtain a challenging position that will enable me to learn more and gain practical knowledge and skills for the benefit of the organization and me.

Experience

- Burguret Farm Ltd** 01/2021 - Present
FINANCE AND OPERATIONS MANAGER
Managing the overall financial departments and operations of the firm.
Working closely with the Director Of marketing for matters regarding finances
Providing administrative advices and oversights for growth.
Negotiating with suppliers to reach a favourable supply prices and make an optimal sale prices
Responsible for office and assets management including telephone and internet.
Maintain optimum relationship with customers and clients and co-workers to smoothen operations for the farm
Overseeing the production process and it's supervision
Time to time reviewing of the company's products to maintain quality against market demands
Preparation and filling of statutory VAT/ WVAT/ NHIF/ NSSF
- MpShah Hospital** 07/2019 - 01/2021
CREDIT CONTROLLER
Formulating, reviewing and implementing credit controll policies
Handling dispute bills and negotiating to facilitate timely payment
Overseeing key account and customer relationship Management
- Airtel Kenya, Eldoret** 03/2015 - 07/2019
BRANCH MANAGER
Conducting audits, reconciliations and control procedures.
Managing branch accounts payable and receivables
Daily monitoring of workflow, cash receipts and banking
Creating and maintaining high quality working environment to motivate team members to perform best.
Handling of customer feedbacks and supervision of customer service staff
- Winscore Consultancy** 01/2014 - 03/2015
ACCOUNTANT
Perform monthly customer billing
Accounts reconciliations
Provide general Accounting support
Study, inspect and access budgets, balance sheets and other related financial statements records.
- Kisayani Secondary School** 04/2009 - 08/2010
PEER TEACHER
Preparing students for their final exams
Counseling students on various educational related issues.

Education

- CPA(Kasneb) 2022- present
- University of Nairobi** 2022- present
Masters of Business Administration, Strategic Management Option
- University of Nairobi** 2010-2014
Bachelor Of Commerce, Accounting Option, Finance and Marketing
- Kangaru School, Embu** 2006-2009
Kenya Certificate of Secondary Education

Skills

- Computer packages
- Analytical skills
- Communication
- Planning and Organization

- Managerial
- Flexibility and Adaptability

Achievements & Awards

- Successfully led and supervised 5 team members in finance department and 35 other team members in different departments indirectly across the Airtel company branch. Led to automation of various finance processes including VAT, WVAT and incorporated them in quick books. Reconciled over 10M creditors and debtors at Burguret farm limited Led to increased profits and returns in Airtel Eldoret branch

Activities

- Attended Kenya Manufacturers Association (KMA) seminar
- Attended retired experts training on Credit management

Reference

- **Sarah Jepchumba - "Hr manager"**
Burguret farm limited, Naromoru
0717273066
- **David Ngutu - "Credit Controll Manager"**
MpShah Hospital
0780606071
- **Keith Ombima, - "Regional manager"**
Airtel Kenya,Eldoret
0710802222

Additional Information

Member of Banking, Finance and Accounting students Association University of Nairobi
School Captain,Kangaru School
Chairman,Wildlife Service Club, Kangaru School