

CURRICULUM VITAE

Nicholas, B.A. (Economics) & CPA(K),

P.O. Box 63031-00200, Nairobi-Kenya,

Cell: 0720000000 Email: mwangi@gmail.com. Date of Birth: 4 July 1986

EXECUTIVE SUMMARY

A dedicated Credit Controller, CPA (K) with 8+ years' experience in collecting outstanding premiums for two leading insurance companies.

Experienced in using simple successful tried-and-tested debt collections methods and regularly updating all stakeholders through my effective communication skills and personal commitment to the job.

WORK EXPERIENCE

XYZ Limited – Reconciliation Accountant Credit Control.

May 2015-Present (6+yrs.)

Assistant to the Credit Controller in managing credit control section of a busy insurance company whose turnover consist of over 40% of credit sales.

Key Responsibilities

- Circularizing statements to over 500 allocated intermediaries.
- Following up outstanding premium via client visit, over the phone and emails.
- Allocating all received premiums before sending statements of outstanding premiums.
- Circulate weekly & monthly aging report.
- Circulate quarterly branch debtor days.
- Attending a weekly meeting to debrief credit control committee chaired by the CFO on the collection progress of the department.
- Prepare quarterly analytic reports on debt position to the Board.
- Co-ordinate internal and external audit and enforce recommendations.
- Preparing premium refunds to clients following policy cancellations.
- Timely & accurately processing of commission for over 150 intermediaries by 14th & 17th of every month.
- Filling an average of Kshs.7M per month WHT for over 100 intermediaries before 20th of the following month.
- Ensuring intermediaries with loans balances are deducted from their commission and their loan statements updated.
- Work with underwriters to ensure issues affecting receivables are resolved promptly
- Reviewing and confirming premium payments before Claims processing begins
- Prepare various credit control reports as required from time to time

Key Achievements

- Recovered Kshs.6M of 2011 & prior in 2020 following my thorough reconciliation and excellent follow through.
- Reconciled, signed off & issued clearance letters to over 25 brokers in 2020 & 2021 for their license renewal due to my ability to synthesize facts, compare & contrast drawing conclusions and payments plans.
- Reconciled Minet Insurance Brokers Account and reduced the variance from Kshs.30M to sign off.
- Reconciled and signed off over 200 accounts to facilitate reduction of debtors from Kshs.2.6B to current Kshs.1.5B end of 2021

EDUCATION

**Bachelor of Arts (Economics)-
Upper Second-Class Honours –**
The University of Nairobi (2007-2010)

CPA (K) – Vision Institute of
Professionals (2013)

**K.C.S.E.-Kangui Boys Secondary
School-** (2005)

SOFTWARESKILLS/POSITIONS

MS Office – Excel, Word, PowerPoint.

Able to synthesize facts, compare & contrast, draw conclusions to non-financial individuals to comprehend and pay.

Resourceful, good at breaking through insurmountable blocks.

Charting – Think-cell with keen interest in process automation.

Secretary to Sigma Mindset Reset which reviewed APA Life individual product to success.

Chairman Credit Committee - Apollosure Sacco, (APA Insurance Ltd Staff Sacco)-(3 yrs+)

REFEREES

Please feel free to contact the following:

Have your referee here