

CURRICULUM VITAE

EDWIN NYARIEKO OKINDO

DATE OF BIRTH: 1997 JUNE 8TH
CONTACT: + 254791737007
EMAIL: edwinokindo59@gmail.com
MARITAL STATUS: Married
HIGHEST LEVEL OF EDUCATION: DEGREE OF COOPERATIVES
MANAGEMENT
CURRENT LOCATION: KENYA
PASSPORT NO. CK152942



PROFESSIONAL SUMMARY

Strategic-thinking finance management professional, with diligent oversight of financial compliance, budgeting, human resource management, accountability and inventory protection. Diligent about keeping the organization on sound financial footing through expertise in expenditure management, sales management and ensuring timely payment of invoices and credits/loans.

ACQUAINTED SKILLS

- | | | |
|-------------------------|------------------------------|--------------------|
| . Finances management | . Inventory management | . Budgeting |
| . Accounts management | . Human resources management | . Manage cash flow |
| . Reporting oversight | . Staff recruitment | . Asset protection |
| . Workflow coordination | . Payroll management | . Sales management |

PROFESSIONAL WORK EXPERIENCES

1. JANUARY 2024 TO CURRENT

KENYA COMMERCIAL BANK (KCB), NYAMIRA, KENYA – RETAIL, MICRO, SMALL AND MEDIUM ENTERPRISES, DIRECT SALE REPRESENTATIVE

KEY RESPONSIBILITIES

- Execute business development plans and tactics to achieve set targets
- Deliver digital growth and financial performance targets by ensuring adherence to laid down processes, policies and procedures
- Attend trainings and one to one coaching, developmental field accompaniments and review meetings to drive achievement of set metrics
- Work with market segmentation and ensure full coverage of Micro, small and medium enterprises retailers at allocated territories
- Assist sales manager to drive sales and leverage on existing retailer finance customers
- Report a detailed consolidated sales performance report to the cluster sales manager
- Run tech demonstrations to retailers that are not tech savvy
- Escalate real time feedback and market intelligence to the line manager to help shape the banks activities in retailer finance
- Ensure timely collection of maturing and outstanding digital credit

2. AUGUST 2021 TO JUNE 2023

TARAZO AFRICANA LIMITED - TABAKA, KISII, KENYA - FINANCE MANAGER

KEY RESPONSIBILITIES

- Head finance controls and procedures with advice to management
- Generate financial reports covering price trends analysis and current expectations to assist management with key decision-making
- Prepare budgets and expenditures to adjust plans and achieve targets
- Liaise with office field clerks to prepare and analyze invoices and drive the accuracy of finance and inventory data
- Oversee company operations on new product and pricing models
- Head cash and credit management of the company with bank accounts
- Prepare finance reports for management to aid in key financial planning and decision-making.
- Manage all company staff data and prepare payrolls
- Occasionally review CCTV footage at the packing area to monitor laborers' activities

ACHIEVEMENTS

- Innovated the accounts recording system by introducing the use of Quick books to Excel sheets, for easy bookkeeping and finance report generation
- Innovated the inventory purchase system by introducing an Excel document that kept track of all purchases and deliveries
- Invented the introduction of Delivery notes, invoices and purchase receipts for the company for accountability of company purchases and inventory

3. APRIL 2019 TO AUGUST 2019

KISII COUNTY GOVERNMENT – KISII, KENYA - CHIEF OFFICER, CO-OPERATIVES AND MARKETING DEPARTMENT - INTERNSHIP

KEY RESPONSIBILITIES

- Oversaw development, implementation and management of new products and services
- Implemented comprehensive business plans, initiatives and strategies to achieve optimum operational and financial results
- Maintained organizational compliance with regulatory and legal requirements
- Verified cooperatives documents on compliance with federal, state and local regulations
- Tracked sales activities, plans, progress and results to best understand and leverage various cooperatives positions
- Cultivated inclusive, equitable culture built on honest relationships across lines of interpersonal and cultural differences
- Developed various pricing strategies to increase profitability and negotiated rates with vendors
- Produced weekly reports outlining operational successes and gaps for use of senior management team
- Recommended improvements on current cooperatives operations processes with evidence-based advice.
- Forecasted future trends and demand to inform data-driven decisions.
- Consulted with business professionals to offer guidance on best practices and cooperatives operations.

4. DECEMBER 2015 – AUGUST 2016

**PARADISE WHOLESALE AND RETAILERS – KISII, KENYA - HEAD OF SALES
AND GENERAL STORE MANAGER –**

KEY RESPONSIBILITIES

- Plan, organize, direct and evaluate sales processes
- Oversee promotions advertisements plans for new products
- Daily review CCTV footage at all departments
- Conduct door-to-door sales of merchandise to customers and retailers
- Introduce and emphasize the essence of new products on the market to retailers and customers
- Contact new and existing customers for merchandise orders and discuss trends in the market
- Offload new stock deliveries and keep track of all stock sales from the store

EDUCATION SUMMARY

**1. SEPTEMBER 2016 - SEPTEMBER 2021 - KISII UNIVERSITY - KISII, KENYA.
SCHOOL OF BUSINESS AND ECONOMICS, BACHELOR OF COOPERATIVES
MANAGEMENT – DEGREE CERTIFICATE**

**2. MINTO COMPUTER TRAINING CENTRE – 2015 NOVEMBER – 2016 APRIL –
COMPUTER TRAINING**

**3. JANUARY 2014 - DECEMBER 2015 - TABAKA SECONDARY SCHOOL, KISII,
KENYA – HIGH SCHOOL CERTIFICATE**

**4. JANUARY 2009 - DECEMBER 2011 - TABAKA HILLCREST PREPARATORY,
KISII, KENYA – PRIMARY CERTIFICATE**

PERSONAL ACHIEVEMENTS

1. Certificate in Computer studies – Minto Computers (2015

**3. Certificate of Participation in the Cooperative Students' Association
(COPSA) – Kisii University – (2015 September – 2020 December)**

**4. Certificate in Driving Class B Vehicles – Imperial Driving School, Kisii
(2021 January – 2021 April)**

REFEREE

PRESENTED UPON REQUEST DUE TO PRIVACY POLICIES