

GERALD NJUGUNA MUTHONI

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HR | FINANCE

PROFILE

Results-oriented Finance professional with a proven track record of implementing financial strategies that drive profitability and cost reduction. Skilled in analysing financial statements, identifying areas of improvement, and implementing efficient processes to ensure compliance with regulations. Adept at leading cross-functional teams, delivering valuable insights, and driving strategic decision-making to achieve revenue growth and improved ROI. A motivated and organized HR with outstanding interpersonal and communication skills striving to leverage abilities to improve employee engagement and boost organizational performance. Seeking to deliver expertise to a highly respected HR team and contribute to strategically and proactively driving the success of the organization.

AREAS OF EXPERTISE

Financial strategy development and implementation | Financial statement analysis | Cost reduction and profit optimization | Accounting and finance management | Compliance with financial regulations | Process automation in finance | Budget preparation and analysis | Financial data interpretation | Cost-saving measure implementation | Risk management in finance | Market share growth strategies | Profitability improvement strategies | Performance review processes | HR policy manual development and implementation | Payroll management | Leave of absence process management | Recruitment and interviewing

WORK EXPERIENCE

FINANCE AND HR | POSSTONE LTD | JAN 2018 TO AUG 2023

- Optimized accounts payable processes, reducing payment cycle time and improving vendor relationships through timely and accurate payments.
- Assisted in the preparation of annual financial statements, contributing to a successful audit with zero discrepancies and enhancing the company's financial credibility.
- Conducted variance analysis on monthly financial reports, identifying cost-saving opportunities that led to a 10% reduction in departmental expenses.
- Collaborated with IT to develop a custom financial dashboard, providing real-time insights that improved cash flow management and accelerated decision-making.
- Conducted a comprehensive review of internal controls, identifying and addressing 12 key vulnerabilities, resulting in a clean external audit report.
- Assisted in the preparation of monthly financial statements, ensuring compliance and achieving a 98% accuracy rate in reporting.
- Implemented a new reconciliation process for bank statements, reducing discrepancies by 60% and improving audit readiness.
- Collaborated with the finance team to identify and resolve discrepancy in accounts, enhancing internal controls and financial transparency.
- Conducted a comprehensive skills gap analysis using advanced data analytics, identifying critical areas for upskilling and resulting in a 30% increase in internal promotions and a 25% reduction in external hiring costs.
- Collaborated with IT to implement a blockchain-based credential verification system, streamlining the hiring process and reducing time spent on background checks.
- Initiated an employee recognition program utilizing gamification principles and social media integration, boosting employee morale and increasing cross-departmental collaboration.

CUSTOMER CARE AND STOREKEEPER | DISCOVERY TECHNOLOGIES LTD, KENYA | JAN 2016-SEP 2016

- provided excellent customer service, responding to inquiries, resolving complaints and processing orders.
- Handled customer inquiries in person, over the phone and via email.

- Exceeded customer satisfaction targets by consistently delivering a high standard of service.
- Developed and improved customer service procedures and policies.
- Successfully handled and resolved customer complaints.
- Maintained up-to-date knowledge on products and services.
- Develop and implement strategic plans to enhance customer experience and satisfaction.
- Collaborate with cross-functional teams to optimize supply chain and logistics efficiency.
- Mentor and train staff in emerging retail technologies and customer service excellence.
- Analyze sales data to identify trends and drive data-informed decision-making.

EDUCATION

Bachelor of Arts, Economics and Sociology | Egerton University | Aug 2011- Dec 2015.

Certified Public Accountant Part I and II (Section 1-3) Kenya Accountants and Secretaries National Examination Board, Nov 2013-Dec 2014.

Computer operations | Good Neighbors March 2011.

Kenya Certificate of Secondary Education | Gituru Secondary School | 2006-2009.

REFEREES

Kelvin Kariuki Kamunye | Research Consultant, KIPPRA | kamunyekariuki@gmail.com | 0726449940

Peter Kamau Kamiti | Financial Consultant | petakamiti@gmail.com | 071355548