

KEVEIN MUTHAMA MUTIE

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Finance & Accounting Professional

Financial Reporting & Analysis | Inventory Reconciliation | Accounts Receivable Management | Invoice Processing & Billing | SAP ERP Systems | Microsoft Excel (Advanced) | Credit Control Operations | Data Entry & Documentation | Customer Relationship Management | Supply Chain & Inventory Monitoring | Payment Processing & Remittance Tracking | Audit Preparation & Compliance | Reporting & Data Presentation | Quick books (Online and Desktop).

PROFESSIONAL SUMMARY

Results-driven finance and accounting professional with a strong background in financial reporting, inventory reconciliation, and accounts receivable management. Skilled in SAP ERP, Microsoft Excel (Advanced), and invoice processing, ensuring accuracy, compliance, and efficiency in fast-paced environments. Experienced in streamlining financial processes, managing credit controls, and improving audit readiness, with a keen ability to enhance operational efficiency and financial performance. Highly adaptable to evolving financial trends and organizational needs, capable of managing multiple financial tasks simultaneously, and dedicated to optimizing financial operations to support business growth and success.

Career Strengths

- **Analytical Thinking & Problem-Solving:** Proficient in analyzing complex financial data, identifying trends, and developing strategic solutions to optimize financial performance.
- **Critical Thinking & Decision-Making:** Adept at evaluating financial risks, assessing investment opportunities, and making data-driven decisions to support business objectives.
- **Attention to Detail & Accuracy:** Highly meticulous in financial reporting, data analysis, and forecasting, ensuring precision and compliance with industry standards.
- **Team Collaboration & Leadership:** Experienced in working collaboratively with cross-functional teams, mentoring colleagues, and contributing to a productive, goal-oriented work environment.
- **Communication & Reporting:** Strong ability to convey financial insights, reports, and recommendations to stakeholders with clarity and professionalism.
- **Time Management & Organization:** Efficient in handling multiple financial tasks, meeting strict deadlines, and prioritizing responsibilities to enhance workflow efficiency.
- **Adaptability & Flexibility:** Quick to adjust to evolving financial trends, regulatory changes, and organizational needs while maintaining high performance under pressure.

PROFESSIONAL EXPERIENCE

Attaché | May 2023 – August 2023

Kenya Pipeline Company - Revenue and Commercial Services Department

Key Contributions

- Improved inventory reconciliation accuracy by maintaining detailed product movement records and supporting timely reporting processes.
- Streamlined tank inventory management by monitoring product flow and implementing checks that enhanced operational efficiency.
- Strengthened stakeholder relations by coordinating with Oil Marketing Companies to facilitate seamless transaction processing and compliance.
- Elevated customer service delivery by resolving client inquiries promptly, enhancing customer experience and relationship management.
- Ensured billing accuracy and reduced delays by processing invoices and managing credit controls in alignment with financial policies.
- Increased audit readiness and transparency by organizing purchase invoice documentation and maintaining compliance with internal controls.

- Accelerated receivables processing by tracking remittances, updating payment records, and ensuring timely revenue recognition.
- Enhanced financial reporting efficiency by leveraging Microsoft Excel and SAP to manage data entry, generate reports, and support analysis.

EDUCATION

Bachelor of Commerce (Accounting) | September 2020 – August 2024
Taita Taveta University | Second Class Honours (Upper Division)

LANGUAGES

- ☒ English – Proficient
- ☒ Swahili – Proficient

REFEREES

1. Dr. Chris Wambua
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