



ERIC NDOLO

ACCOUNTANT

CONTACT

RIYADH, Al Yasmin 94120

059 620 2921

tammareric@gmail.com

PROFESSIONAL SUMMARY

Accounting professional with expertise in creating and managing budgets, forecasting and financial analysis. Proven track record of providing accurate financial information to support senior management decisions. Demonstrated ability to identify cost-saving opportunities and lead successful projects to improve profitability.

SKILLS

- LEADERSHIP AND MENTOR
- COMPUTER PROFICIENT
- TEAM COORDINATOR
- REGULATORY FILINGS
- BUDGETING EXPERT
- EXPERT CASH MANAGEMENT
- CRITICAL THINKING
- SAFETY AWARENESS

LANGUAGES

- Arabic



EXPERIENCE

STATION AGENT FLOW RIYADH METRO OPERATOR - RIYADH

07/2023 - Present

- Demonstrate excellent problem-solving skills to resolve customer complaints quickly and effectively.
- Assist customers with inquiries regarding train schedules, fares, ticketing options, baggage handling, and other services offered by the station.
- Ensure passenger safety through proper adherence to station protocols and regulations.
- Handle emergency situations calmly and efficiently by following established procedures.
- Provide guidance to passengers regarding boarding times, delays and cancellations due to weather conditions or mechanical issues.
- Inform clients of essential travel information, such as travel times, transportation connections, and medical and visa requirements.

ASSISTANT MANAGER FOOD BASICS - RIYADH, IZDIHAR

09/2021 - 05/2023

- Helped oversee the daily operations of the store, managing staff and inventory.
- Managed daily operations of the store, including scheduling staff, assigning tasks, and overseeing inventory control processes.
- Oversaw daily financial transactions and managed cash flow to support profitability.
- Monitored sales performance to identify potential areas for improvement.
- Organized weekly team meetings to discuss progress on projects, review new policies, and motivate employees to reach their goals.
- Oversaw personnel to maintain adequate staffing and minimize overtime.
- Implemented revenue strategies through statistical analysis.

ACCOUNTANT AND AUDITOR NYENGE AND COMPANY CERTIFIED

ACCOUNTANTS - Nairobi

02/2019 - 07/2021

- Maintained detailed records of all financial transactions including journal entries and account reconciliations.
- Managed accounts payable and receivable functions, ensuring timely payments of invoices.
- Prepared accounting information, producing financial statements in accordance with accounting principles.
- Generated periodic reports such as balance sheets, income statements, cash flow statements.
- Developed monthly closing procedures to ensure timely completion of month-end close activities.
- Conducted audits on a regular basis to ensure compliance with generally

accepted accounting principles.

FINANCIAL OFFICER NATIONAL WATER HARVESTING STORAGE AUTHORITY
- Nairobi, CENTRAL BUSINESS DISTRICT
09/2019 - 12/2019

1. TAX AND PAYROLL

- Assisting in filling Authority and staff VAT returns.
- Assisted in creating payroll schemes using then Accounting Navision system.
- Helping in making deductions like NSSF, NHIF and HELB

2. BANK RECONCILIATION

- Exporting cashbook.
- Understanding reconciling items like un presented cheques.
- Correction of errors in the reconciliation statement.
- Actual reconciliation.

3. SURRENDERS AND IMPRESTS

- Imprest surrender application and examination.
- Surrender approval and posting to the office system.
- Imprest memo application and approval.
- Imprest requisition application and approval.
- Imprest memo and imprest requisition examination.

4. CASH MANAGEMENT

- Petty cash management-raising PCVs, ensuring proper approvals.
- Examining petty cash surrenders and preparing replenishments.
- Receipting of grants unused petty cash and imprest.
- Cash management(posting of paid and approved vouchers)

5. VOUCHER PREPARATION AND EXAMINATION

- Checking documents if it has all the attachments.
- Voucher preparation, checking on tax brackets and sending for approvals.
- Checking for supportive documents for voucher processing.
- Verifying and authenticate vouchers before approvals.
- Approving fully verified vouchers and before onward submission.

6. BUDGET

- Creating a job vote head on the EPR system.
- Loading the budget in the system as well as monitoring.
- Preparing weekly budget report.

FINANCE OFFICER KENYA LAW REFORM COMMISSION - NAIROBI
09/2018 - 12/2018

- Financial analysis and review.
- Government budgeting process, implementation and control.
- Involved in FY2018/19 commission budget editing.
- Involvement in presentation of commission budget proposals for the medium term and annual budget.rocurement process, store accounting and analysis (LPO & LSO).



EDUCATION

BACHELOR OF COMMERCE: FINANCE
KENYATTA UNIVERSITY - KIAMBU, 12/2019

Awards & Honors

- Second class honours

CERTIFICATE IN LEADERSHIP DEVELOPMENT AND MENTORSH
KENYATTA UNIVERSITY - KIAMBU, 12/2018

Awards & Honors

- DISTINCTION

High School Diploma
MULOONI HIGH SCHOOL - MAKUENI, 12/2013

Relevant Coursework

- KENYA CERTIFICATE OF SECONDARY SCHOOL

Awards & Honors

- B (minus)

KENYA CERTIFICATE OF PRIMARY EDUCATION
CITY PRIMARY SCHOOL - NAIROBI, 12/2009

Awards & Honors

- 305 Points



HOBBIES AND INTERESTS

WRITING,BLOGGING,READING,YOGA,TRAVELLING,SPORTS,FASHION
,DESIGN,ADVENTURE



EXTRACURRICULAR ACTIVITIES

SELF EMPLOYED, NAIROBI, 01/2017, PRESENT, FASHION AND DESIGN, 1st
runner's up at KENYATTA UNIVERSITY STUDENTS' ASSOCIATION
AWARDS(KUSA) as the campus fashion designer of the year 2017, Winner at
KUSA as the campus fashion designer of year 2018



CERTIFICATIONS

CERTIFIED PUBLIC ACCOUNTANT



REFERENCES

DAVID NYENGE - NYENGE AND COMPANY CERTIFIED ACCOUNTANTS

+254722277959
nyenge&co@yahoo.com

MARTIN ODOE - NATIONAL WATER HARVESTING AND STORAGE AUTHORITY

+254722919254
odotemartin@gmail.com

FELISTUS KABIRO - KENYA LAW REFORM COMMISSION

+254722488089
felistuskabiro@gmail.com

CPA.CORNELIUS MUSANGI - KENYA LAW REFORM COMMISSION

+254723898404
kyulemusangi@gmail.com

Eng. YAZEN MOHAMMED - FOOD BASICS

Production Manager
966558862095
Mohammedyazen@gmail.com

MARLENE LIPATAN - FLOW RIYADH METRO OPERATOR

GROUP STATION MASTER Manager
966547353218
marlene.lipatan@flow-metro.com



VOLUNTEER EXPERIENCE

Audit Intern Red Cross

01/2014 - 12/2019

- Gather financial documents related to investigations.
- Conduct in-depth investigations of suspicious financial activity, such as suspected money-laundering efforts.
- Recommend actions in fraud cases.



COMMUNITY SERVICE

Children's Church Teacher County government

01/2006 - 12/2009

- Train and supervise religious education instructional staff.

- Schedule special events such as camps, conferences, meetings, seminars, or retreats.
- Interpret religious education activities to the public through speaking, leading discussions, or writing articles for local or national publications.



AWARDS

FASHION AND DESIGN



ADDITIONAL INFORMATION

Valid KSA Private driving licence