

SAMPLE CV

Do not abbreviate any information except middle name

Make sure you include an email address and a telephone number where you can be contacted.

TREVOR G. OMONTO

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Nairobi, Kenya

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Start with a summary of key competencies

- Broad general management experience with a proven ability to control profit and loss
- Successful track record in business development and management in industries where an understanding of the technical, marketing and human resource capabilities is paramount
- Excellent analytical, planning and organizational skills with a very proactive approach to achieving results

WORK EXPERIENCE

Include the name and location of the company

ABC Limited, Nairobi, Kenya
Finance Controller
to date

July 2006

Ensure you use the correct title and dates

ABC Limited is a leading distributor of Polyurethane Armatures in East Africa. Initially importing a range of manufactured products from USA, the company recently established a customized manufacturing facility in the Athi River EPZ.

Description of the company

Directing and overseeing the accounting function for the company with key responsibilities as follows:

Brief overview of key responsibilities

- Formulating sound financial policies, procedures and systems to ensure effective control and accountability.
- Managing and reviewing of monthly group financial performance reporting pack including income statement, balance sheet, and cash-flow statement.
- Coordinating the preparation of budgets, monitoring of implementation and management of corrective action to ensure achievement of overall budget objectives.
- Directing selection and implementation of new accounting software.
- Responsible for the accounting policies and procedures.
- Preparing the annual financial statements; coordinating the process with independent auditors.
- Supervising the accounting department, including monthly financial close.
- Overseeing preparation and processing of group payroll.

Use present tense verbs for current employment

Your key achievements. Be specific and use numbers/percentages to draw the reviewers eyes

Use descriptive adjectives

Key Achievements

- Prompt payment of agents' commissions and reduction in commission arrears complaints by 75%.
- Automated the Management Accounting function using FGT Software.
- Developed an excellent electronic invoicing system that capture's the KRA ESD.
- Cost reduction initiative for 2007-08 bring operating cost down by 15%.
- Building & Implementing Balanced Scorecard – Strategic leadership centre.
- As Chief Accountant, implemented the Sage Pastel Evolution accounting package within six months.
- While handling the revenue portfolio, managed the working capital, ensured accurate debtor balances, maintain positive cash flow.
- Ensured that 30 days credit policy was adhered to and payment vouchers were authenticated and fully authorized. This was important for cash flow projection.

SAMPLE CV

XYZ Limited, Kampala, Uganda
Chief Accountant

February 2005 – June 2006

Description
of company

*XYZ Limited is a Ugandan owned horticultural producer exporting a wide range of high-end perishable vegetables for the French and German markets. The Company expanded into production of Spirulina, a fresh-water algae bacteria with a higher protein content than meat and soya. *

Brief overview
of key
responsibilities

- Managed the financial accounting and reporting functions, office and staff.
- Managed the cash-flow and working capital of the company.
- Reviewed internal controls and financial policies and procedures and made recommendations for further improvements.
- Managed and coordinated the preparation of the annual budget and cash flow forecasts.
- Established, improved and maintained appropriate internal controls to safeguard the assets of the company.
- Supervised a project that saw an increment of finances from regional clients by 27% resulting in an increase of 62% in revenues earned from the regional office.

Use past tense
verbs for past
employment

Your key
achievements
Be specific and
use numbers/
percentages to
draw the
reviewers eye

Use
descriptive
adjectives

Key Achievements

- Enhanced trial balance checks to stem disparities in-group reporting.
- Introduced reporting processes that reduced reporting deadlines to day 2 from 3.
- Enhanced IFRS awareness to all relevant staff through training and updates.
- Ensured successful implementation of SAP and enhanced utilization 65% through end-user and super user training and coaching.
- Cash flow forecasting and active FX management has enabled our aggressively investment approach to surpass the interest income plan of 450 M significantly

PROFESSIONAL AND ACADEMIC QUALIFICATIONS

UNITED STATES INTERNATIONAL UNIVERSITY, Nairobi, Kenya
MBA, August 2007

UNIVERSITY OF NAIROBI, Nairobi, Kenya
Bachelor of Commerce Degree (Finance Option), October 2000

STRATHMORE COLLEGE, Nairobi, Kenya
CPA(K) Certified Public Accountant
CPS (K) Certified Public Secretary

Do not list
any further
education
such as high
school

PROFESSIONAL MEMBERSHIPS

- Member – Institute of Certified Public Accountants of Kenya
- Member – Institute of Certified Public Secretaries of Kenya
- Member – Kenya Institute of Management

Affiliations
and/or
memberships

AFFILIATIONS

Member- Nairobi University Finance Association
Volunteer – Rotaract Club

SAMPLE CV

Be genuine
and unique.
Don't list
Reading....

INTERESTS

Restoring classic cars, Camping and Hiking in remote locations, and an active member of the Shakespeare Appreciation Society.

REFEREES

John Doe
Managing Director
XYZ Ltd.
P. O. Box 1234 – 00100
Nairobi, Kenya
John.doe@xyzltd.co.ke
Office: 123 45 67
Cell: 0123 456789

Provide at least 3 professional referees who you are currently working with or recently worked with. Be sure to consult with your referees before adding them onto your CV and keep them updated when you are called to interviews.

Be sure to
include a first
and last name,
job title,
company name,
email address,
office and cell
phone number.