

Egberty Mamadi

Accountant

Phone Number: +254 743 800325

Location: 00100, Nairobi

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LinkedIn:

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EDUCATION

Bachelor of Commerce (Accounting), Kenyatta University

2023,

GCSEs: 2015

Chavakali Boys High School

TECHNICAL SKILLS

- Proficiency in MS Office, with exceptional knowledge of QuickBooks, Excel and PowerPoint and Working knowledge of Google Docs.
- Exceptional communication skills (written and verbal)
- Ability to work independently or as a team player
- Good customer care skills.
- Highly organized and efficient
- Proven leadership skills and the ability to motivate teammates

PROFESSIONAL SUMMARY

Results-driven, administrative management professional dedicated to continuous improvements. Seeks opportunities to reduce costs, improve efficiency and boost team performance. Knows different industry practices and trends and seek opportunities to try new things and enhance results. Proactive in planning day-to-day operations and solving service issues.

A hardworking, resourceful and self-driven person with the aim of acquiring skills, knowledge and experience in the accounting field.

WORK EXPERIENCE

Tender Secretary 2023 - PRESENT

China Jiangxi International Kenya Limited, Nairobi, Kenya

- Drafting, organizing, and maintaining all tender-related documents, including invitations to tender, detailed specifications, and bid proposals.
- Coordinating with different departments to gather necessary information and documentation for tenders.
- Serving as the point of contact for communication with suppliers, contractors, and clients, addressing inquiries and providing updates related to tender submissions.
- Overseeing the scheduling and monitoring of tender submission deadlines, ensuring that all tenders are submitted in a timely manner and according to specifications.
- Engaging in follow-up activities after tender submission to collect feedback and results, ensuring any outcomes are communicated to relevant stakeholders
- Compiling and presenting detailed reports and summaries of tender activities, submissions, and outcomes.

Sales Representative

Sept. 2022 - Dec. 2022

AMG Realtors, Nairobi, Kenya

- Identifying business opportunities through client prospecting.
- Conducting client demonstrations, outlining location, benefits, pricing, and payment options.
- Following up with potential clients through the sales process and providing after-sales support.
- Conducting Research and implementing strategies for acquiring new clients.
- Managing correspondence via email, phone, and in-person meetings.
- Conducting cold calls to establish and nurture relationships with prospective customers.

REFERENCE

1. AMG Realtors Limited

HR & Admin Manager

Mrs. Sophine Waka,
Tel: +254 796 888555

**2. Palais Eleganza Furnitures
Accountant**

Mr. Fred Machogu
Tel: +254 722 306425

**3. Gweth Onguka & Associates
Human Resource Manager**

Miss. Beverly Vunyiwa
Email: bmuyonga@gmail.com
Tel: +254 715 067 988

- Maintaining and updating client information systematically.
- Generating and delivering weekly reports on leads and sales activities.

Accounts Intern

Mar. 2021 - Apr. 2022

Gweth Onguka & Associates (Accountants), Mombasa, Kenya

- Shadowing members of the accounting department as they perform their duties.
- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.
- Preparing financial reports, such as balance sheets and income statements, invoices, and other documents.
- Managing payment schedules, ensuring timely disbursement and appropriate handling of transactions while maintaining accurate records.
- Assisting in controlling and monitoring the company's expenses, ensuring they remain within budgetary constraints.
- Completing bank reconciliations by comparing and verifying the company's financial records against bank statements, identifying and resolving discrepancies to ensure accurate financial reporting.