

KENNY MASIKINI

Management Accountant

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PROFESSIONAL SUMMARY

Well-qualified financial systems leader offering demonstrated skill and success in managing internal accounting processes, improving controls and strengthening systems for optimal performance. Proficient in all aspects of accounting, including accounts payable and receivable, budget administration and payroll. Gifted in building and leading solid teams to handle high-volume operations with consistency, accuracy and full compliance with regulatory requirements.

SKILLS

SYSTEMS

- Microsoft, excel / word
- QuickBooks
- SAGE
- Xero
- MYOB
- Pivot Tables
- Power Query / Pivot

SKILLS

- Basic Accounting.
- Accounts receivable
- Accounts Payable
- Bank reconciliation
- General ledger
- Financial statements
- Accounting principles

COMPETENCIES

- Languages (English)
- Analytical skills
- Problem solving
- Attention to details
- Organisational Skills
- Team Work
- Time Management

ACHIEVEMENTS

- **5% Profit increase 2021 (Ndola transporter & traders- Logistics Co.)**
Negotiated favourable Commercial Contracts with 3rd Party contractors, which maximized Profitability to **5%**
40 – 45 staff employees.
- **Implemented Cost-Saving Measure and reduced excess inventory costs by 15%, (BBC One Collection Ltd)**
I proposed and implemented new inventory control measures that optimized stock levels and reduced excess inventory costs by 15%, enhancing overall profitability for the business.
25 – 35 staff employees

WORK EXPERIENCE

Management Accountant, Ndola transporter & traders – Logistics Co. (March 2021 – Present)

Responsibilities :

- Managed all aspects of the company's financial transactions, including accounts payable, accounts receivable, payroll, and budgeting.
- Maintained accurate ledgers and reconciled entries, ensuring data integrity and compliance with accounting standards.
- Processed cash receipts, calculated sales tax, and prepared financial reports such as profit and loss statements and balance sheets using Microsoft Office and QuickBooks accounting software.
- Reduced administrative costs by 10% through process optimization and implementation of efficient filing systems, maximizing profitability and demonstrating strong organizational and analytical skills.
- Analyzed financial data, prepared accurate financial statements, and provided consulting services to clients, contributing to a 15% increase in client satisfaction
- Good reception and general correspondence.

Assistant Accountant, BBC One Collection Ltd – Retail Shop (*January 2018 – Feb 2021*)

Responsibilities :

- Capturing of Vendor Invoices, Posting of Invoices.
- Managed all aspects of the accounting cycle for a diverse client portfolio.
- Payroll Accounting (e.g.) Payroll input, Preparation of Journal entries.
- Producing of General Ledger Reports {e.g.} Trial Balance.
- Reconciling Accounts and Managed Annual External Audit.
- Processed payroll tax filings, reconciled bank statements and prepared journal entries in NetSuite.
- Reconciliation of the Customer Statements and Supplier Statements.
- Management of Fixed Asset Register.
- Preparation of Monthly Managements reports and annual financial statements.
- Developed and implemented standard operating procedures for procurement and payment processes, improving efficiency and accuracy of financial records

Other Position; Accounts Supervisor, SGC Investments Ltd – Oil and Gas (*October 2012 – Dec 2017*)

EDUCATION & QUALIFICATIONS

CIMA Strategic (UK) in Progress),

ZCAS University (*January 2024*)

Developed a solid foundation in Financial Reporting / Statements, Accounts receivable / payables, General ledger and strategies to drive organizational growth and performance.

CIMA Higher National Diploma (UK).

Zabtuc College (*November 2018*)

Gained specialist bookkeeping / accounting principles expertise.

Certified Accounting Technician (ZICA).

Niec School of Business and Management (*June 2013*)

Gained specialist Basic bookkeeping, Microsoft excel, word, QuickBooks, Xero and Sage expertise.

AWARDS AND HONOURS

AICPA – CIMA awarded certificate on IFRS. 2023

AICPA – CIMA awarded certificate of Participation in CGMA Class. 2022

AICPA – CIMA awarded certificate on Impact of technology on Accounting. 2022

VOLUNTEER WORK:

Community Volunteer

Mar 2019 - Mar 2021

Society for Humanity • Lusaka Province, Zambia

I volunteered as reporter with financial reporting blog with over 5,000 online followers

TRAININGS:

Awarded competent in Monitoring & Evaluation in Project Management. **2022**

Awarded Accounting Technician Membership Certificate **M/TC 0003552. 2014**

REFERENCES

References available upon request.