

BIHOLA SAJJANSINH NATWARSINH
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Permanent Residence Holder

Being efficient and effective in my duties and using the acquired knowledge to improve transparency, accountability and yield excellent results in the organization that I will work in. A team player committed to success and set goals with excellent presentation and reporting skills.

PROFILE VALUE

- More than 15 Years of Accounting and Lead Treasury Management experience.
- Review, propose and implement improved policies for accounting, banking structures, services and systems
- Manage all cash management functions including cash concentration, wires, account funding
- Participate in the development of Corporate Accounting's policies and procedures
- Supervise, train and provide technical guidance to Corporate Treasury Accounting staff
- Manage banking activities for multiple banks

PERSONAL SKILLS

- Able to handle multiple tasks, work quickly and well under pressure.
- Strong work ethic.
- A proven high performer and quick learner.
- Think creatively to solve complex problems.
- To help impart accounting knowledge to those lacking knows how to the subject so to enable them to improve on operations of their Enterprise.

WORK EXPERIENCE

➤ **Bidco Africa Limited : September 2022 to till date**

Position: Lead Treasury

Duties and Responsibilities

- Preparing local and cross border vendor payments online through various bank portals.
- Bill of exchange – Preparing summary of all BOE's and on due date facilitating docs. to the Bank.
- Forex trade instruction letter preparation and facilitating to respective bank and follow up on remittance to account.
- Managing daily Petty cash & cash sales collection entries to ensure accurate balance availability.

- Review daily various bank account statements and reconciliation.
- Preparing Major Customer and Bank wise collection reports and facilitating.
- Preparing of Cash flow with actual balances.
- PDC Management- Receipt all cheques, audit, prepare list in excel and arrange for banking.
- Bank Guarantee - facilitating customers for new request or renewal letters.
- Preparing daily Banking Reports.
- Any other Task assigned from HOD.

➤ **Dotwood Designs Limited: March 2011 to May 2022**

Position: Financial Controller cum General Manager

Duties and Responsibilities

- Check and verify the accuracy of the accounting system and procedure.
- Review, Assess and Recommend changes in the accounting system.
- Perform Audit test before preparing audit reports and income tax computation.
- Study and prepare Budget, Cash flow, Profit & Loss and other financial statement.
- Prepare and ensure that all Taxation returns filing deadlines of the business are met.
- Ensure that all Statutory transactions are applied accurately and consistently across The accounting books.
- Track income & expenses as related to specific projects and jobs.
- Prepare monthly Payroll, posting in accounts, and assist Human Resource department.
- Provision of relevant Audit schedule and reconciliation to the external Auditor.
- Prompt and accurate preparation of final accounts and submitting to auditor.
- Accurate recording of all cash & preparation of cost distribution schedule of expenditure.
- Managing daily Bank and cash book to ensure regular & timely follow up on Receivable & Payables and reporting to management.
- Accurate recording Audit Journals in books and ensure that match with Audited reports.
- Monthly presentation of financial situation with management and set progressive goal of Business Success.
- Review Suppliers price list and accurate price shopping for Procurement department.
- Carry out duties with Store keeper of stock taking, reconciliation of stock cards, stock and Store management and set minimum reorder point of goods.

- Managing Import department and Order for project stock available with overseas supplier, timely follow up & perform regular duties with clearing agent.
- Preparation of estimate Import Duty, Vat, Shipping and Clearing Costings.
- Budget and prepare accurate Imported Goods Costings.
- Posting Import stock items costing in books and line up with stocks.
- Establish working relationship with entire team in the organization.
- To carry out any other duties commensurate with the role.

➤ **Infinity East Africa Co. Ltd.: March 2008 to February 2011**

Position: Senior Accountant

Duties & Responsibilities

- Prompt and accurate preparation of monthly books of accounts.
- Ensuring timely submission of accurate payments and returns on taxes statutory contributions.
- Ensure that all statutory transactions are applied accurately and consistently in books.
- Managing daily Bank, Cash book and Petty cash to ensure accurate balance availability.
- Recording of all cash transaction and prepare analysis of expenditure.
- Prepare monthly Payroll, Maintain Muster roll and post payroll in accounts.
- Perform Storekeeper duties of stock taking reconciliation and management.
- Accurate preparation of final accounts and submitting to auditor.
- Provide relevant Audit schedule and analysis to the external Auditor.
- Renew annually Business Licenses, Insurance Policies and Employees Contract.
- Perform any other duties as assigned by the management.

➤ **Blowplast Ltd.: December 2004 to December 2006**

Position: Accountant cum Internal Auditor

Duties & Responsibilities

- Sorting, ensuring of accounting records, proper documentation & filing system.
- Reconciliation of major accounts and ledgers.

- Managing daily bank and cash book reconciliation and report promptly.
- Maintaining of store records, stock taking and stock reconciliation.
- Perform audit test and tax computation before preparing audit.
- Maintain stores for raw material stock and update inventories.
- Review, Assess and recommended changes in Inventory system.
- Performing any other duties as assigned by the management.

QUALIFICATION

➤ **Diploma in Office Automation & Financial Accounting**

Awarded Grade A+

Centre for Development of Advanced Computing

C-DAC – Year 2000

➤ **V-Commerce - G.S.E.B.**

Awarded Grade One with Distinction

G.S.E.B – H.S.C.E. – Year 1995

➤ **Bachelor of Arts**

Awarded Grade Second Class

Gujarat University – Year 1999

➤ **Master of Arts**

Class Obtained - Pass

Gujarat University – External – Year 2001

COMPUTER KNOWLEDGE

- Introduction to Computers
- Ms.- Dos
- Windows Operating System
- Ms.- Office
- Computerized Accounting Software. i.e., Quick Books and Tally
- Email and Internet

KEY SKILLS & COMPETENCE

Accounting & Audit

- To be an accountant recognized for high standards of professional expertise in accountancy.
- Ability to prioritize and multi task in a fast-paced environment.
- Can quickly understand and evaluate complex information.
- High level of attention to detail and Proficient Microsoft office and Financial Software.
- Familiar with Preparation of Financial and Management Reports.

REFERENCES

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