

Prabhjeet S Sagoo

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Professional Profile

Dedicated and detail-oriented Business Administrator. Vast experience delivering comprehensive assessments of overall and projected performance within highly regulated environments. Possess proven leadership, problem-solving and analysis skills, whilst preparing and presenting detailed reports and forecasts at a high level. Collaborative approach to staff supervision. Always seeking to deliver above and beyond expectations under tight deadlines.

Areas of Expertise

| *Financial Planning & Management* | *Data Analysis & Presentation* |
| *Business strategy & Case Preparation* |
| *Project Management & Performance Monitoring* | *Financial Forecasting* |
| *Leadership & Cross-cultural Management* |

Education & Qualifications

B.Sc. (Hons.) Business Administration (2:1) - University of Hertfordshire, London (2017)
Certificate IV – Foundation in business studies - Australian Studies Institute (2014)
GCSEs – Including Maths and English – Braeburn High School, Kenya. (2013)

Technical Skills

MS Office | Coaching and Mentoring | Management and Leadership | Social Media analytics | Business Intelligence

Career Highlights

Euro Car Parts, South London UK

Oct 2022 – April 2023

Position: Team Lead Administrator

- I maintain all sales ledger accounts including management of credit limits and outstanding payments with a customer focused attitude at all times.
- Cross checking all delivery driver schedules and approve if necessary.
- Strengthening financial functions by ensuring appropriate controls are in place, as well as investigating any account abnormalities.
- Handling all cash related duties for the branch i.e. Banking, Refunds, petty cash and debt collecting.
- Facilitating smooth communications between senior management, co-workers and external parties.
- Checking the branch accounts are always audit compliant.
- In essence I provide complete administrative support to the branch.

Nanak Crankshaft Grinders Ltd, Nairobi Kenya

Oct 2019 – Aug 2022

Position: Sales & Operations Manager

- I am responsible for the management of the Corporate team and overseeing the production of the monthly management accounts.
- I have perfected my operations management and business planning abilities.
- I am a capable and consistent problem-solver skilled at prioritizing and managing projects with proficiency.
- I have produced reports on financial performance for Executive/Deputy Director level discussion. This also involves identifying new ways of working that will improve efficiency in the monthly reporting process within the team and reports provided to the business partners.
- I have built relationships with a large and complex number of resources across a wide range of disciplines within a matrix management framework and work with multiple senior stakeholders across both organisations and external agencies. I.e. British, Italian, Indian and Dubai based suppliers.

RE/Max Realtors, Nairobi Kenya

June 2017 – Oct 2019

Position: Sales & Marketing Consultant

- I am progressive minded and in tune with new developments in my field, plus I have proven to be effective and collaborative with strong leadership talents.
- Meeting Homeowners to discuss monthly position and key performance indicators
- To take an active part in developing strategies, standards and guidelines to provide advice to both internal and external stakeholders
- I have a track record of dependability, plus devising strategic initiatives which would prove valuable to the team.
- Strengthening the finance function by ensuring appropriate financial controls are in place
- I have successfully made contact with international clients who had interests in Kenya, and made them comfortable enough to make a sizable investment.
- Identifying continuous improvement initiatives.

Other Competencies

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| Language | English, Punjabi and Kiswahili |
| Driving License | Full UK license for 4-5 years Full Kenyan License |
| Citizenship | Dual Citizenship (British & Kenyan) |

References Available On Request