**CURRICULUM VITAE**

**MAULLINE A. TITO**

**ACCOUNTS**

**Icon for Mail** [maullinetito@yahoo.com](mailto:maullinetito@yahoo.com) P.O. Box 232-40302Nairobi

**Image result for Kenyan Nationality iconTel** +254 724 772 653 Nationality  **Proficiency**: English & Kiswahili.

**CAREER PROFILE**

Experienced Financial Accountant with comprehensive understanding of accounting procedures, Budgeting and preparation of audited reports.

Over 3 years’ experience, fully equipped with skills to conduct audits.Result oriented able to work with numbers and complete assignment accurately. I can work effectively across functions and teams able to multitask effectively achieving agreed objectives, meeting deadlines and maintaining focus on the big picture.

**CAREER OBJECTIVE**

Seeking to work in a dynamic organization where I can use my skills, knowledge and experience in accounting to help in the realization of the organization objectives, vision and mission. .

**EDUCATION**

**Year Institution Course**

Ongoing Moi University Bachelor of Business Management (Accounting Option)

2007-2010 St. Albert Secondary School Kenya Certificate of Secondary Education

**PROFESSIONAL QUALIFICATION**

**Year Institution Course**

2011-2015 Strathmore University Certified Public Accountant (CPA-K)

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| Work Experience (3 Years) |

**Jan 2016 to Date BDO East Africa Kenya Limited **

**Audit Senior**

* Lead audit engagements, which include planning, executing, directing, and completing financial audits.
* Research and analyze financial statement and audit related issues.
* Performing tax audits and tax consultancy.
* Proactively interact with key client’s management to gather information, resolve problems, and make recommendations for business and process improvements.
* Preparation of management letters and engagement letters.
* Reviewing the annual financial statements for tax issues during the course of the audit.
* Managing donor funded projects for client.
* Maintaining books of accounts for the clients.

**2014-2015 House Mart Company Ltd Accounts Assistant.**

* Petty cash analysis and audits for the Company.
* Checking of payment vouchers and invoices during the payment process.
* Preparation of periodic accounts and reports that is; revenue and profit and loss.
* Assisting in the Budgeting making process especially expenses analysis and forecasting.
* Posting of accrued and prepaid expenses in SAP financial system.
* Confirming client’s payments from the E-banking system.
* In-charge of processing internal money transfers.
* Ensure all suppliers’ accounts are updated and all payments are made in the required time.
* Performing monthly client account reconciliation, supplier account reconciliation & bank reconciliations.
* Accountable for daily and monthly cash flow management to ensure proper records for both daily and monthly expenses.

**ACHIEVEMENTS**

**BDO East Africa Kenya Limited:-**With strong and persuasive interpersonal and communication skills, always succeeded in explaining and making people without financial expertise understand any/all company/legal policies and procedures.

Team leader for several accounting auditing projects and brought accurate audited results within the specific timelines for which I was always praised.

Ensured the company books of account are in compliance with Auditing guidelines and the International Financial Reporting Standards.

Succeeded in completing, maintaining and verifying proper accounting records. Ensured financial controls are complied.

**House Mart Company Ltd**

Maximize opportunities and reduced risks by analyzing usage of petty cash and monthly cash flow management.

**AQUIRED SKILLS**

* Management of Financial and accounting principles such as debits and credits.
* Preparation of IFRS compliant financial statements.
* Project Management, Forecasting, Budgeting and Auditing.
* Computer skills and Accounting Systems i.e. SAP and Quickbooks.
* High level of integrity.
* Team player with excellent communicative and expressive skills.
* Good leadership skills with the ability to multitask.
* Ability to demonstrate awareness of accounting roles in the global environment.

**HOBBIES AND INTERESTS**

Reading Business journals and articles| Playing hockey| Playing football

**REFEREES**

**Kennedy Abuya**

Chief Accountant -HouseMart Company Ltd (Sunda International)

Mobile: +254 720 270 492/+254 786 266 737

**Esther Wangui**

Lecturer -Strathmore University

Mobile: +254 721490 594

**Ephantus Macharia Chege**

Audit Supervisor -BDO E.A Kenya Ltd

Mobile: +254 720 833 647

**Availability: Upon One Month Notice| Salary: Negotiable**