***Curriculum Vitae***

**Wycliffe Mokano Morang’a**

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| **Bio Data** | **Gender:** Male  **Marital Status:** Single  **Date of Birth:** 1989  **Nationality:** Kenyan |

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| **Personal Profile** | A multi-skilled and Detail-oriented professional, with over 4 years of experience. I am able to provide financial information to all areas of the business while ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance and development of financial systems and accounting procedures. I desire to work within a challenging and rewarding environment, which will give me an opportunity to utilize my acquired skills, apply my academic knowledge that leads to both personal and organizational growth. |

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| **Education** | |  |  | | --- | --- | | **September 2016-Present** | Master of Science ( Finance)- ongoing | | University of Nairobi |  |  |  | | --- | --- | | **Dec 2010 - ongoing** | **CPA Section 6**  **KASNEB** | | **2008 - 2011** | **Bachelor of Commerce, Accounting Option**  Attained: GPA 3.15 | | Daystar University |  |  |  | | --- | --- | | **2003 - 2006** | **Kenya Certificate of Secondary Education**  Attained: Grade C+ (Plus) | | Nyansiongo High School | |

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| **Skills** | * **Accounting Skills:** Fully qualified in accounts with superb hands on experience gained in accounting roles. Excellent in preparation of monthly and annual statements, payroll processing and all other accounting practices. * **Analysis and Numeracy**: Proficient at analyzing sets of accounts and financial reports. * **Analytical Skills**: Recognizes areas of weaknesses requiring improvements and makes recommendations to the management for consideration, approval and implementation. * **Communication Skills**: I am an excellent communicator who effectively conveys information both verbally and in writing. I am also a keen listener and gives prompt feedback. * **Planning and Organizing**: Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner. * **ICT Competence:** Good command of Ms Office, Pastel, QuickBooks, Excel and Spreadsheet. |

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| **Work Experience** | |  |  | | --- | --- | | **Aug 2012 to Date** | **Aerosea World Logistics Limited /Set and Sit Contactors Limited** | | **Position:** Accountant  **Responsibilities:**   * Processing of revenue, expenditure, and department budgets, ledger, and account maintenance. * Setting up and implementing financial controls process. * Designing internal Controls. * Invoicing the client for the services rendered. * Review field imprest / staff travel advance to ensure adherence to set procedures. * Manage the advance accounts and ensure all advances are accounted for. * Certifying that all payment requests are supported by all the required documents. * Maintaining cheque books, cheque lists, and petty cash. * Ensuring payments are promptly remitted, received, processed and filed. * Analyze cash flow, cost controls, and expenses to guide management. * Analyze current and future business operations and plans. * Managing human resource payroll system for the company employees. * Prepare and submitting timely statutory deductions and preparing payroll reports. * Supervision and reconciliation of regular stock take. * Responsible for daily bank and monthly banking reconciliations. * Statutory obligations: Deduction and submission of statutory deductions including PAYE, NHIF, NSSF, WTH, VAT returns and yearly income tax returns. * Preparing and maintaining payroll journal entries. * Preparing direct payroll costs for budgetary purposes. * Preparation and disbursement of accurate pay slips. * Establish and implement short- and long-range departmental goals, objectives, policies, and operating procedures. * Coordinate the preparation of financial statements, financial reports, special analyses, and information reports, with external auditors. * Member to the Procurement and Disposal Committee, and always participate in prequalification of all providers of goods and services. * Ensure that Procurement guidelines and laid down procedures are followed. | |  |  |  | | --- | --- | | **Jan - Dec 2015** | **Chariot Restaurant** | | **Position:** Manager Cum Accountant  **Responsibilities:**   * Responsible for daily banking for cash sale * Responsible for daily bank and monthly banking reconciliations * Ensure that Procurement guidelines and laid down procedures are followed * Analyze cash flow, cost controls, and expenses to guide management   **Achievements**   * Market and build the clientele base which saw the sales growth hit a steady high of ksh1000, 000 per month from the current of 500,000 per month. | |  |  |  | | --- | --- | | **Feb - June 2011** | **Ministry of Environment and Natural Resources** | | **Position:** Accounts Intern  **Responsibilities:**   * Bank Reconciliation of Bank Accounts, maintain the ledgers, maintain all records on Withdrawal Applications and other financial records. * Assisted in the preparation of monthly and annual financial reports. * Sorted and batched all paid vouchers and Prepared imp rest. * Assisted in preparation of monthly, bi-annual and annual financial reports as required. * Captured and keyed vouchers for ledger production. * Perform other related duties as assigned. | | |

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| **Additional Information** | |  | | --- | | **Achievements**   * I was also part of a five man team that was selected by the ministry to automate over 5000 files stacked in the ledger department. We managed to fully automate these already paid vouchers in one and a half weeks that enabled the auditors **to vet** the ministry performance in that financial year.   **Positions of Responsibility**   * April 2010 - April 2011: Organizing committee (CAAC) at Daystar University. * Organizing careers talk to the student of commerce academic affair Committee (CAAC). | | **Affiliations**   * Daystar peer educator (DUPE). * Accounting student association of Daystar (ASAD). * Daystar Christian fellowship (DCF), I choose life - Africa (ICL). * Commerce academic affairs committee (CAAC). | | **Certifications**   * Awarded certificate for sport at Daystar University. | | **Hobbies and Interests**   * Reading, Networking, Traveling | |

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| **Referees** | Mr. Alex Mutuku  Partnership Development Officer, BTL  P.O Box 44456 -00100  Telephone no: +254 726 089 791  Email: [mutuku@btlkenya.org](mailto:mutuku@btlkenya.org)  Mr. Danson Mkonu kachumbo  Economist - Parliamentary Service Commissioner  Telephone no: +254 720 042 778/ +254 711 429 478  Email: [danmkonu04@yahoo.com](mailto:danmkonu04@yahoo.com)  Ms. Tabitha Nthenya Mwikali  Accountant-Set and Sit Contractor Ltd/ Aerosea World Logistic Ltd  Telephone no: +254 720 365 188  Email: [tabithanthenya12@gmail.com](mailto:tabithanthenya12@gmail.com) |