*CURRICULUM VITAE.*

**CPA GEOFREY K NGENO**

E-mail address : geoffreyngeno6@yahoo.com

Address : P .O. Box 40-20400.

Sex : Male

Cell Phone : +254-727-013-130

Date of Birth :2nd July, 1989

## Personal Profile

Looking forward to gain employment with an organization that can offers me a consistent positive atmosphere to learn and keep up with new technologies and implement them for the better.

## Career Objective

To utilize my academic orientation, administrative exposures and practical management experiences in a professional, equitable, fair and honest manner and in a teamwork approach to the organization’s charter so as to perform at outstanding levels and become the best employer.

## Work Experiences

## GATHOGO & ASSOCIATES (CERTIFIED PUBLIC ACCOUNTANTS OF KENYA)

## NSSF BLDG, 7TH FLOOR, SUITE 716, NKURUMAH ROAD, MOMBASA (FEB 2016-DATE)

## Job tittle: Audit Assistant.

* Work under the supervisory of the audit manager and the managing partner.
* Complete audit working papers by documenting audit test and findings.
* Communicates audit findings by preparing final report.
* Facilitate and maintain recruitment of new and existing clients.
* Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications and participating in professional societies.
* Maintains the book keeping system of the clients.
* Attends and responds to queries arising from the statutory bodies i.e. Kenya Revenue Authority, Institute of certified public Accountants etc.
* Creates and manage balance sheet and other financial statement.
* Analyze and recommends the changes in internal audit controls
* Filling of tax returns.
* Carry out statutory and Interim Audits services for small and medium sized companies

## KABARAK UNIVERSITY SACCO LTD (AUG 2012 TO JULY 2015.)

## HEAD OFFICE, ALONG NAKURU-ELDMA RAVINE HIGHWAY, NAKURU.

## Job tittle: Accountant.

* Purchases - Posting purchases relevant ledgers for the goods and other purchases.
* Statutory deduction -Submitting Statutory deductions on timely basis as required.
* Processing cheques to suppliers and posting the payment to the relevant account and
* Bank reconciliation.
* Tax management services.
* Processing loan, refund and benevolent claims as per Sacco society regulation authority (SASRA) regulation.
* Development of annual reports.

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## UKULIMA SACCO SOCIETY LTD (JAN 2012- MAY 2012)

## HEAD OFFICE, UKULIMA HOUSE, 3RD FLOOR, HAILE SELASSIE AVENUE, NAIROBI.

## Job tittle: Intern.

* Records management and archiving on the members personal statements.
* Updating members files on day to day basis.
* Auditing members files to avoid errors and misstatement.
* Perform any accounting and financial duty assigned by the top management.

## Education and Professional Qualifications

**Educational & Professional Background.**

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR** | **INSTITUTION** | **EXAMINATION.** | **GRADE** |
| Jan 2011-May 2012 | KCA University | Certified Public Accounting(CPA) | CPA-K |
| Jan 2006-Nov 2009 | Kiplelji Secondary School | Kenya Certificate of secondary School | B-(Minus) |
| Jan 1997-Nov 2005 | Emitiot Primary School | Kenya Certificate of Primary School | 309/500mrks |

**Other Qualifications.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YEAR** | **INSTITUTION** | **COURSE** | **UNITS** | **GRADE** |
| 2011 | Dima College-Nairobi | Computerized accounting Packages | QuickBooks, Sage & Pastel accounting. | Credit. |
| 2010 | Rift valley institute. Of science & tech-Nakuru. | Basic computer application packages | Ms-word,excel,powerpoint,  Internet, page marker. | Credit |

## Membership of learned societies

Institute of certified public accountants of Kenya (**ICPAK**) -Full Active Member, M/no **13879.**

## Career Training

* **30th-31st July 2016-Kagiko & Associates tax training programme-Nairobi.**

Topics covered:

* Calculations and submission of statutory deductions.
* Calculations, filling and payment of Kenyan taxes
* Emerging Issues in taxation.
* **2nd,9th,16th,Aug 2016-National social security fund(NSSF) e-service training-Mombasa.**

Topics covered

* Registration and obtaining a statement of account for members.
* Registration of members to NSSF.
* The SF24 management and the e-converter from the payroll system.
* Electronic payment order and generation of the unique payment mode (UPM).

## Achievements.

* **Gathogo & Associates( Certified Public Accountants).**
* Facilitate the recruitment and maintaining of new clients i.e. The 3-star hotels, Transport companies, Legal & professional firms etc.,
* **Kabarak University Sacco Ltd.**
* A record 62% gross profit margin increase during fiscal year 2013/2014 and an improvement to 11% Dividend pay-out ratio on members’ deposits.
* Steered the Sacco management to invest in the mini-supermarkets in the university campus. The mini-supermarket is majorly held by the Kabarak University Sacco fraternity (80% shareholding).
* Among other investment made under my watch includes but not limited to M-pesa shop services providers, State-of-the earth Photocopier machine (Kyocera taskalfa-300i) etc.

## Skills and expertise

**Skills:** accounting skills, *kra i-tax* system and computerized accounting packages.

**Other skills:**

* Results oriented.
* Ability to work with numbers in honesty and trustworthiness.
* Ability to multi-task.
* Good oral and written communication skills.

## General information

Statutory clearance from Kenya Revenue Authority, Higher Education Loan Board, Criminal

Investigation Department, Ethics and Anti-corruption Commission and Credit Reference Bureau.

## Hobbies & interests

Reading contemporary articles; motivational interest in youth development and group cohesion; Volunteer activities, Community work.

## Career anchors

With lack of equipment and proper financial stability in Africa, my belief in a career is that we need to be creative innovative and research oriented using the available materials, available manpower and multifactorial support from different institutions. I therefore prefer to take jobs enriched with the following:

* Considerable degree of challenge.
* Responsibilities.
* Feedback.
* Demanding a variety of skills.
* Creativity

## Referees

Please feel free to contact the under mentioned referees regarding my competence, work ethics and performance.

**BERNARD TOWET.**

Associate.

Gathogo & Associates

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**LANGAT GEOFREY.**

Auditor

Langat& associates

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Tel No: +254711136933

Email:geolankim@gmail.com

**PASTOR JOSEPH NG’ETICH.**

PASTOR.

Africa Gospel Churches of Kenya (AGC).

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