JAMES OMONDI OYUGI

**Nairobi, Kenya**

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**BIO -DATA**

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| **Birth Date:** | October 9, 1983 |
| **Languages:** | English & Kiswahili, all fluent |
| **Nationality:** | Kenyan |
| **Marital Status:** | Married |
| **Gender:** | Male |

**SKILLS**

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| **Accounting & Finance:** | * Proven experience in preparation of management accounts, budgets and implementation of budgetary control policies. * Proven experience in preparation and analysis of financial statements and reports. * A fully qualified Accountant CPA (K) and BachelorDegree in Business Management Finance. * Tax administration and management. * Working knowledge of computerized accounting systems. * Well conversant with interpretation of international accounting standards and international auditing practice statements. * Competent in financial management, project appraisals and evaluation. |
| **Administration &**  **Human Resource:** | * Excellent analytical skills, communication and interpersonal skills * Competent in all staff procurement issues. * Effective team player and facilitator of unquestionable integrity. * Working knowledge of various statutory returns. * Proven experience in office stationery and equipment procurement. * Demonstrable knowledge in office systems and procedure skills. |

**EXPERIENCE**

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| **2015 TO DATE**  **2014-2015**  **2010-2014** | **FINANCE MANAGER - ABACUS PARENTERAL DRUGS LTD**   * Oversee the accounts, finance and tax functions while ensuring statutory compliance with statutory regulations .Preparation Taxation reports to ensure in accordance with fiscal guidelines and regulatory mandate * Ensure adherence to general acceptable accounting standards and principles and IFR * Maintain proper financial records and ensure that there are clear audit trails * Participate in the preparation of budgets and forecasts and report in a clear and timely manner on the attainment of these forecasts and budgets * Plan, manage and coordinate end of month and end of year closing process and procedures * Participate in the formulation of internal controls and ensure that these controls are implemented fully. * Prepare clear and concise periodic financial statements and reports as required * Document and audit company assets as required * Preparation of board papers and attending board meetings * Monitor the company’s cash flows and provide regular cash flow position reports as required as well a general treasury management * Preparation of annual financial statements for auditing & Liaising with the external auditors and facilitating annual external audits * Maintain integrity of accounting system ensuring it remains effective and operational at all times. * Ensuring compliance with various legal requirements regarding licenses, tax * Treasury control and safeguarding of company assets * Supervise management of company bank accounts and cash including monthly bank reconciliations. * Finance system development and implementation * Track and monitor revenue for accuracy, verifying it against the ledgers report on a monthly basis. * Ensure that revenue is allocated correctly, taking corrective action where inconsistencies arising * Facilitating in the training of all finance and non‐finance staff on the company’s financial standards and procedures (Staff Development) * Review and approval of purchase orders and payment vouchers * Preparation and filing of monthly returns for value added tax, withholding tax and payroll deductions * Preparation of Financial Statements {Management reports}. * Timely preparation of budgets & implementation of budgetary controls & monitory controls. * Process payments and maintain proper creditors & debtors reports (Age Analysis) * Creditors and debtors management; debt collections and reconciliations of individual accounts. * Prepare Quarterly Income tax and PAYE returns. * Ensure compliance with statutory regulations e.g. taxation, statutory deductions like VAT, NSSF, and LST. * Engage the board finance, audit, and investment committees around issues, trends, and changes in the operating model(s) and operational delivery. * Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization’s operations and business plans.   **SENIOR ACCOUNTANT/ASSISTANT FINANCIAL CONTROLLER- PREMIER FLOUR MILLS LTD**   * Preparation Taxation reports to ensure in accordance with fiscal guidelines and regulatory mandate * Ensure adherence to general acceptable accounting standards and principles and IFR * Maintain proper financial records and ensure that there are clear audit trails * Participate in the preparation of budgets and forecasts and report in a clear and timely manner on the attainment of these forecasts and budgets * Plan, manage and coordinate end of month and end of year closing process and procedures * Participate in the formulation of internal controls and ensure that these controls are implemented fully. * Prepare clear and concise periodic financial statements and reports as required * Document and audit company assets as required * Preparation of board papers and attending board meetings * Monitor the company’s cash flows and provide regular cash flow position reports as required as well a general treasury management * Preparation of annual financial statements for auditing & Liaising with the external auditors and facilitating annual external audits * Maintain integrity of accounting system ensuring it remains effective and operational at all times. * Ensuring compliance with various legal requirements regarding licenses, tax * Treasury control and safeguarding of company assets * Supervise management of company bank accounts and cash including monthly bank reconciliations. * Finance system development and implementation * Track and monitor revenue for accuracy, verifying it against the ledgers report on a monthly basis. * Ensure that revenue is allocated correctly, taking corrective action where inconsistencies arising * Facilitating in the training of all finance and non‐finance staff on the company’s financial standards and procedures (Staff Development) * Review and approval of purchase orders and payment vouchers * Preparation and filing of monthly returns for value added tax, withholding tax and payroll deductions * Preparation of Financial Statements {Management reports}. * Timely preparation of budgets & implementation of budgetary controls & monitory controls. * Process payments and maintain proper creditors & debtors reports (Age Analysis) * Creditors and debtors management; debt collections and reconciliations of individual accounts.   **SENIORACCOUNTANT-HOME PARK CATERERS LTD**  **Duties:**   * Preparation and management of Payroll.(checking from time and attendance to payroll processing and payment.) * Accountant in charge HPC Staff Sacco. * Ensure compliance with statutory regulations e.g. taxation, statutory deductions like VAT, NSSF, and NHIF. * Preparation of Financial Statements {Management reports}. * Timely preparation of budgets & implementation of budgetary controls & monitory controls. * Process payments and maintain proper creditors & debtors reports. * Recruitment, Training & managing of junior staff under me. * Petty Cash Management; involving petty cash, imprest and reconciliations. * Creditors and debtors management; debt collections and reconciliations of individual accounts. * Business licenses and insurance policies applications and renewals. * Auditing documents and ensure posting into the correct journals to ensure accuracy. * Answering all accounting procedure queries relating to accounting policy and regulations on staff Sacco. * Solving all staff issues from grievance, disciplinary, promotions procedures within the department. * Maintenance of Asset, liability and capital accounts.( new, depreciation and disposals) * Maintaining annual leave data, date of joining, sick off application and staff workman compensation data and policies. |
| **2009 -2010** | **ACCOUNTANT/ADMINISTRATOR ROPAT PROPERTIES LTD**  **Duties:**   * Petty Cash Management; involving petty cash, imprest and reconciliations. * Bank Reconciliation. * Sales analysis and reconciliations. * Creditors and debtors management; debt collections and reconciliations of in individuals accounts. * Preparation and management of Payroll. * Ensure compliance with statutory regulations e.g. taxation, statutory deductions like VAT, NSSF, and NHIF. * Solving all staff issues from grievance, disciplinary, promotions procedures in the department. * Maintenance of Fixed Asset Register.( new, depreciation and disposals). * Cost accounting for production and follow ups to ensure compliance. |

**PROFESSIONAL QUALIFICATION**

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| **2011** | **Pinnacle Business School – CPA Part 3 Section 6( K)** |
| **2008** | **KCA University – CPA Part 3 Section 5** |
| **2006**  **2005-2006** | **KCA University – CPA Part 2 Section 3 &4**  **KCA University- CPA Part 1 Section 1 & 2** |

**ACCOUNTING PACKAGES USED**

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| **PACKAGES** | **Quick books, Sage Financial Controller, Pastel, Fidelio System, Tally computer package, Sun System, Ebizframe ERP Oracle, and Working knowledge of MS office.** |

**EDUCATION**

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| **2012-2015** | **Moi University – BBM- Finance.** |
| **2000-2003** | **Gachie High School-Certificate in Kenya Secondary Education (Grade B-minus)** |
| **1991-1999** | **Mauna Primary School -Certificate in Kenya Primary Education** |

**REFEREES**

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|  | Ms. Stella Manyonge  Finance Manager  Plenser Ltd  Mobile +254 725 547 985  Email: [manyonge\_stella@yahoo.com](mailto:manyonge_stella@yahoo.com) or  Stella@plenser.com | Ms Belinda Ajuma  Senior Accountant  African Touch Safaris Ltd  Telephone +254 720 365 884  Email :bajuma@atstravel.co.ke |
|  | Mr. Jason Marita  Senior Accountant  Premier Floor Mills Ltd  Mobile +254 721 700 446  Email: [jasonmarita@gmail.com](mailto:jasonmarita@gmail.com)  Or Jason.marita@premierflour .co.ke |  |