**CURRICULUM VITAE**

**ANDREW MAINA KARIMI**

**P.O BOX 172-00200, CITY SQUARE, NAIROBI, KENYA**

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**Email address:** [**mandrewkarimi@yahoo.com**](mailto:mandrewkarimi@yahoo.com)

**PERSONAL DETAILS**  
Date of Birth: 12th January, 1989  
Marital Status: Single

**PERSONAL PROFILE**

I am currently working as an Audit assistant and my roles amongst others includes checking the accuracy of accounting systems and procedures, Verification and inspection of general ledger accounts for accuracy, inspection and reconciliation of bank deposits and payments, assets verification ensuring compliance of regulatory guidelines and generally accepted auditing standards and accounting as per clients request.

**ACADEMIC QUALIFICATIONS**

**Jan 2016 to todate** Kenyatta University

Bachelor of Commerce-Ongoing (Distance learning)

**Jan 2013-June 2014** KCA University

CPA Section five

**Jan 2012-Dec 2012** KCA University

KATC Level 1& Level II

**Feb 2005-Nov 2008** Baricho Boys HighSchool

Kenya Certificate of Secondary Education

Mean Grade C+

**Jan 1996- Nov 2004** Kamuruana Primary school

Kenya Certificate of Primary Education

Marks Scored (338 marks)

**SKILLS AND COMPETENCE**

* Multi-industry experience i.e. Saccos, not for profit organizations, fast moving consumable goods, property management, health and religious institutions.
* Excellent internal and external audit and investigation skills
* Ability to use different accounting and financial software such as Navision,Quickbooks,pastel and Tally Systems
* Proficiency in computer applications and data analysis.
* Excellent team working, organizational and social skills.
* Highly organized with good time management skills.
* Good communication skills, both spoken and written.
* Fast learner ready for change and eager to try new challenges.
* Outcome and result oriented.
* High ethical/personal integrity standards.

**WORK EXPERIENCE**

**Oct 2014 to date**

Currently working at Mbaindeteni & Associates as an Assistant auditor where I undertake the following duties:

* Developing and designing audit plans and applying to various assignments.
* Ensuring compliance with all legal and regulatory, contractual arrangements and control policies.
* Performing initial assessment of reliance on others where applicable like internal audit & experts.
* Ensuring compliance to organization policies, government regulations, international financial reporting Standards and Companies’ Act.
* Drafting and finalizing of financial statements
* Drafting management letter detailing weaknesses noted in the internal control system and accounting system, effects of the weaknesses and suggesting recommendations.
* Drafting letter of representation after audit assignments
* Preparation and maintaining of permanent and current audit files.
* Computation of corporation taxes and ensuring timely payments of installment taxes.
* Ensuring timely processing of financial statements and signing by the audit partner.
* Bookkeeping for small clients.

**July 2014–Oct 2014**

I went for internship with BDO East Africa during the period July to October where I acquired skills in auditing and accounting which include:

**DUTIES**

* Providing the required help and support to senior professionals to review the organization controls under audit
* Assessing organizations internal controls
* Ensuring compliance with auditing standards and tax regulations
* Checking and inspecting the accuracy of company’s accounts and ledgers
* Filing and submitting VAT, NHIF and NSSF returns

**INTERESTS AND HOBBIES**Playing volley ball and reading books

**REFEREES**

1. Tindy Muthui,

Audit Manager,

Mbai Ndeteni & Associates,

P.O Box 34112,

Nairobi.

Cell:0729269548,

1. Sayida Nustrath,

BDO East Africa,

P.O Box 10032-00100

Nairobi.

Cell: 0727531309

1. Nancy Njoroge,

Accounting Department,

KCA University,

P.O Box 56808-00200,

Nairobi.

Cell: 0722 671 812