

CURRICULUM VITAE

PERSONAL DATA	<p>Surname: Opuba</p> <p>Other Names: Desmond Owara</p> <p>Nationality: Kenyan</p> <p>Date of Birth: 18th January 1988</p> <p>Marital Status: Single</p> <p>Postal Address: Box 60053 - 00200 Nairobi</p> <p>Tel. number: 0734 22 33 10</p> <p>Alternative No. 0701 141 947</p> <p>E-mail address: desmondowa@gmail.com</p>
CAREER OBJECTIVE	Looking for a career in financial management and cost control in an organization to fulfill Efficiency and oversee attainment of goals.
PERSONAL ASSESSMENT	Proven conceptual analytical and evaluative skills, ability to conduct independent research And analyse,identify issues, formulate options and make recommendations and proper Conclusions.
PROFESSION	<p>Jul 2006 - Jun 2007: CPA SECTION I & II- STRATHMORE UNIVESITY</p> <p>Jul 2007 – JUN 2008: CPA SECTION III,IV & V – STRATHMORE UNIVESITY</p> <p>June 2016 – Date : CPA Section IV Evening Classes</p>
ACADEMICS	<p>2002 -2005 :KCSE Mean grade B-(minus)-Cardinal Otunga High School(Kisii)</p> <p>1994 -2001: KCPE Mean grade A (minus) - Pala Primary school.</p>
INFORMATION TECHNOLOGY	<p>Accounting packages: Namely:-</p> <ul style="list-style-type: none"> • Excellent skills in QuickBooks software. • Sage and Pastel Accounting Knowledge. • Accpac,Syspro Erp • Ms Excel, Ms Word, Ms Access, PowerPoint
WORKING EXPERIENCE	<p><u>MAY 2014 – DATE:</u></p> <p>ACCOUNTS ASSISTANT PAYABLES– Synresins Limited, Industrial Area.</p> <p>Duties and Responsibilities:-</p> <p><u>1.Creditors Management</u></p> <ul style="list-style-type: none"> • Matching all supplier Invoices to the Local purchase Orders and the Goods Received Notes (GRN) on daily basis on to the ERP(Sypro) • Posting all creditors invoices and payments into the Syspro system daily. • Posting all Imports invoices and import payments into the Syspro System weekly • Reconciliation of all creditors’ statements and balances as per the system and making adjustments on a weekly basis. • Preparing Quarterly Internal Audit Schedule for creditors, expenses by 15th day of the Month and every quarter for internal audit purposes. <p><u>2.Statutory Duties</u></p> <ul style="list-style-type: none"> • VAT Reconciliation of input and output on weekly basis. • Ensure Timely accounting for VAT and submission of the same by due date through

Itax.

- Calculation and Preparation of returns for the KEBS levy Monthly.
- Ensure timely accounting and payment of statutory obligations i.e. PAYE, Withholding Tax, withholding Vat,NSSF, NHIF and other regular deductions as per the law
- Payroll and benefits calculations.

3.General Duties

- Preparation of sales rebate journals, Barclay card and any other prepayment of accrual journals monthly.
- Managing of petty cash float and the vouchers daily.
- Participate in monthly Ware House Stock take

MARCH 2013-To May 2014: AUDIT ASSISTANT- Muinde and Company associates – AUDIT FIRM

Duties and responsibilities.

- Ensuring that all the audits are carried out within the time limit as fixed by the audit manager.
- Ensuring that audit/accounting is done as per the International Accounting Standards and standard auditing procedures.
- To carry out independently audit of limited companies, partnership firms, proprietors as assigned to me by the audit manager/audit supervisor.
- To conduct review of tax file, secretarial file and permanent files prior to commencing audit to enable correct presentation and disclosures are made in financial statements.
- Preparing payrolls for clients and book keeping of clients books
- Ensuring the audit file meets the quality criterion of the firm and ICPAK.
- Ensuring audit is done as per Standard Auditing Practices and Financial Statements are prepared and are in compliance as per International Financial Reporting Standards and International Accounting Standards.
- Ensuring book of client are well book kept for audit
- To submit audit file complete in all respects including management letter points and correct tax computations, related appendixes before submitting file to the audit manager for review.
- Ensuring audits are finished within the time limits assigned by the manager/audit supervisor
- Developing audit policies and procedures, manual and accessing internal controls to mitigate business operational risks.
- Verifying accounting transactions to ensure the presence of adequate internal controls together with risk assessment of individual audit review.
- Coordinating financial planning and budgetary process and subsequent monitoring of implementation of clients
- Posting all financial transactions to the general ledger.
- Preparing accurate and timely financial reports.

April 2010 -To January 2013: ACCOUNTANT-SAFERIDER MANAGEMENT SYSTEMS.

Duties & Responsibilities.

- Maintaining and keeping all books of accounts and undertaking all reconciliations of all balance sheet accounts.
- General Administration implementation of management financial and information systems for effective internal controls of the organization.
- In charge of supervision and developing efficient management procedures of company fixed assets and maintaining the fixed asset schedule book.
- Ensure effective use of the accounting system to make certain that end year financial accounts are correct.
- Preparation of payroll and payment of the same to the staff.
- Overseeing the performance of staff and making recommendations.
- Preparation of invoices and deliveries for the clients.
- Liaison with internal and external contacts on the operations of the company.
- Undertaking banking services such as deposits of cash and cheques.
- Assisting in Budget preparation, monitoring execution and reporting on the daily cash management activities.

	<ul style="list-style-type: none"> • Handling confidential data for employee recruitment exercises. • Managing and maintaining stock ledger books. • Preparation of a management reports for overdraft facilities. • Ensure that professional administrative systems and procedures are followed and maintained. • Verification of all suppliers invoices and ensures that they comply with their contracts or the purchase order requirements. • Maintain historical data base on key historical and current information need for both Audit and decision making purposes. • Ensuring that all transactions comply with tax requirements. • Ensuring that all expenses are properly allocated to respective budget holders and cost centers. • Preparing timely and accurate quarterly /annual financial statements and reports in line with the system requirement. • Prompt reporting on cash and bank balance through timely daily return preparation and subsequent comparison to the bank statement balance and petty cash float reconciliation. • Ensure timely accounting and payment of statutory obligations i.e. PAYE, VAT, Withholding Tax, NSSF, NHIF and other regular deductions as per the law. • Ensure continuous updating of debtors and creditors ledgers and prompt sending of debtor's statements and follow up on collection. 		
	<p>Oct 2008 – March 2010:-ACCOUNTS ASSISTANT- ARCHEVANELL GENERAL SUPPLIES.</p> <p>Duties & Responsibilities.</p> <ul style="list-style-type: none"> • Maintaining of accounts payable accounts receivable ledgers • Preparing of invoices. • Reconciliation of bank statements. • Cheque preparation for supplier's entries. • Preparation of periodic annual, quarterly or monthly reports to the directors. • Filling of monthly VAT, PAYE, NSSF & NHIF Returns. • Participation in stock taking exercise • General ledger maintenance. 		
ATTACHMENT	<p>Jan 2008 -Oct 2008:AUDIT TRAINEE –JAMES AGGREY & ASSOCIATES</p> <p>Duties & Responsibilities.</p> <ul style="list-style-type: none"> • Maintaining of accounts payable accounts receivable ledgers • Preparing of invoices. • Reconciliation of bank statements. • Cheque preparation for supplier's entries. • Preparation of periodic annual, quarterly or monthly reports to the directors. • Filling of monthly VAT, PAYE, NSSF & NHIF Returns. • Participation in stock taking exercise • General ledger maintenance. 		
HOBBIES	<ul style="list-style-type: none"> • A profound interest in travelling. • A vivid reader to acquaint myself with current social, economic & political happenings. • Watching football. 		
REFEREES	<p>Mr.Godfrey Owidi Obongo Ouma & Associates Certified Public Accountants P.O Box 72631 00200 NRB 0724 846 606 godbeth07@gmail.com</p>	<p>Mr.Vincent Asusa Managing Director Archevanell Gen Supplies P.O Box10401 00100 NRB 0722 676 111 vincentowinoasusa@yahoo.com</p>	<p>Mr.Joseph Mukabi Muinde & Company 0722 722 682 mmuindej@yahoo.com</p>