

CURRICULUM VITAE

1. Family name Okello
2. First name: George Odera
3. Date of birth: 13.11.1967
4. Nationality: Kenyan
5. Civil status: Married
6. Number children: 4.

Permanent Contact Address

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Most convenient method of contact

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Career Objectives.

To apply knowledge gained at Strathmore University in every day's life.To bring my expertise as an Accountant/Auditor to my employing institution; To manage and ensure organization's resources are used effectively in order to achieve value for money audit.

Availability: As soon as possible

Educational Background

Institution	Certificates obtained
Strathmore University Colledge Nairobi –Kenya.(2002)	C P A(K) Part Three(3) Finalist
Rapogi High School. Sare –Awendo.(11986-1987)	K A C E.-8 Points
St Mary's Yala-Yala Kenya. (1982-1985)	K C E- 32 Points (Kenya Certificate of Education)
Omboo Primary School-Sare Awendo (1975-1981)	K C P E-30 points (Kenya Certificate of Primary Education)

Language Skills:(1=excellent-5=poor)

Language	Reading	Speaking	Writing
English	Native Speaker		
Swahili	Native Speaker		
Luo	Native Speaker		

Additional Training and Short Courses

Institution	Course and qualification obtained
Pan African Paper Mills-Webuye	Computer Training Courses;Microsoft Excel and Microsoft Word
Impact Educational Services-Eldoret	Accounts &Internal Audit Supervisory

Years of Work Experince

Position, Date, Location and company.	Description
Accountant , Accounts Assistant. July 2010 to date Manrik Group of Companies	While at Manrik I had the opportunity in various posts .My duties and Responsibilities included but not limited to: -Handling Accounts Payables. -Attending to accounts complaints -Posting Invoices in the Ledger. -Processing payments documents. -Compiling payment data from Purchase Orders, Receiving Notes, Invoices, Suppliers' Statement & Purchase requisitions. -Verification & Reconciliation of above documents before passing payable bills. -Handling Statutory payments and ensuring they are paid on time. -Preparing VAT returns. -Preparation & documentation of VAT refund claim. -Preparing Creditors' & Customers' ageing summary for Management review. -Processing cash & cheque receipts from customers. -Posting relevant documents in the systems. -Monthly revaluation of foreign customers' & Supllier's balances. -Sales invoicing. -Monthly bank reconciliations. - Daily monitoring of cash book position and projected expenditures. -Journalising Vouchers. -Reconciling Intercompany transactions. -Maintaing Stores records. -Periodic Store Verifications. -Attending to accounting complaints. - Custody of Accounts documents. -Handling annual Audit Files by making schedules like- Rent receivables, Fixed Assets, Stock movement ,Creditors, loans, Intercompany transfers, Revenue & Expenses, Employee Statistics, Accruals & Prepayments, Cash Flow and Management Accounts. -Updating share holders accounts upon receipt of data from brokers, -Any other duty that would be assigned by Group Head of Accounts or General Manager.
Financial Advisor April 2010 to July 2010 Inbvesco Assurance co.	-Motor Vehicle Insurance Sales. -Advise Clients on Insurance policies -Assist Clients in processing documents -Obtain collections from customers on behalf of the company.
Assistant Auditor January 2010 t April 2010. William Wachira & CO.,Nairobi.	-Review of Source documents for making cash book entries and general compliance. -Ensure proper documentation of work is performed. -Preparing Trial Balances -Preparing Bank Reconciliation Statements -Making journal entries -Review of Various Accounts Balances. -Preparing Final Accounts of Various companies. -Carry out audit test checks -Review of Internal control Procedures of various companies. -Analysis of risks of various companies.

	<ul style="list-style-type: none"> -preparing preliminary audit reports. -Any other job that would be assigned.
Internal Auditor, Assistant Internal Auditor, Audit Assistant, Assistant Sales Officer. 1992 to 2008 Pan African Paper Mills(EA) Ltd	<p>While at Pan African PAPER Mills, I had the privilege of working in different departments under different posts. My duties responsibilities involved but not limited to;</p> <ul style="list-style-type: none"> -Inspection of accounting documents. - Reviewing departmental documents forwarded to Accounts Department for accuracy, authorization and their promptness. -Checking actions taken by accounts department upon receipt of advices from various departments. - Reviewing process of cheque writing and approvals, ensuring payments are only made to authorized transactions. -Checking to ensure there is promptness in banking of cheque deposits. -Reviewing postings in Sales and Purchase ledgers. -Reviewing invoices raised as to accuracy, use of authorized price list and limits allowed, -Ensuring there is safety and efficient use of company Assets.-Checking areas of security provisions, process of receiving incoming and outgoing material; custody of materials in Stores, conditions and areas of storage, issuing and areas of use. - Preparing Audit Programs. -Conducting special Audit investigation. -Reviewing Internal control procedures. - Identify areas of risk exposures and suggest possible mitigating measures, -Stores verification. - Reviewing Stores documentations, from requisitions, receiving ,custody, issuing and Stock control' -Reviewing Payment Vouchers –ensuring there is complete check lists-like indents, Purchase Orders, Receiving Notes, and Vendor Statements. -Periodic petty cash verification. -Conducting physical checks of Bulky goods and Consumables in stores and on sites. -Reviewing purchase operations - from Initiations, Ordering, Quotations, deliveries and approval of vendors. -Communicating with Production department on quality issues. -Monitoring factors that may lead to product rejections due to poor quality. -Participating in tendering procedures. -Participating in procurement of materials. -Reviewing of operation of sales- from customer orders, bookings, and Order acceptance, communications with Warehouse and Production departments and process of consignments. -Reviewing personnel policies in areas of Staff welfare- such as Medical, Leaves, Reporting Hours and Compensations. -Reviewing process of awarding overtime hours and documentations involved. - Reviewing process of invoicing- approval of price lists, allowing discounts, rebates, and special orders. -Monitoring movement of Company Vehicles including, Tractors, Cranes and other Heavy Machineries. -Checking consumptions of spares, fuel and oils by vehicles and Heavy Machines. -Reviewing Insurance coverage on Company Assets. -Delegate other assignments as appropriate -Supervision of audit staff. -Generation of Audit Reports for General Manager. <p>As an Assistant Sales Officer my duties involved;</p> <ul style="list-style-type: none"> -Attending to customers complaints. -Generating debit and credit notes advices to Accounts department. -Liaise with production department to make manufacturing programmes. -Documentation of EPPOs. -Process cash and cheque receipts.
Salesman-Maria Merchants. June 1992 to Nov 1992.	Selling Soveniours,Art Craft and Portraits

Untrained Teacher- Thim Jope School -Migori. (1988 to 1989)	Taught: Mathematics and Economics.
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Personal Characteristics and Attributes

I have a personal winning strategy in any project I take part in.
I have patience with everything and every one.
I possess a strong pursuit/follow up on issues.
I am dedicated and hard-working.
I have the ability to maintain Calm when under pressure.
I am a self starter.
I also have the ability to work under very hares conditions.

Technical/Social skills and knowledge:

-Good communication skills- both written and oral.
-Excellent computer knowledge.-Microsoft Excel-, Microsoft Word, Quick Books & Microsoft Dynamics
-Extensive knowledge of Auditing and Resource management
Hobbies: Watching Soccer; Travelling, Taking part in Adventures, Meeting new people and making friends.

Referees

Mr. Dennis Oriki Ombeta
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Nairobi –Kenya.

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