

Justin Mwandiki Nyaga

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Bio Data

Gender: Male

Date of Birth: 5th April 1981

Nationality: Kenyan

Personal Profile

Top-performing accounting professional with over 10 years of experience, competent in administering payrolls and controlling expenditure and income, along with exceptional skills in auditing financial information and preparing accounts and tax returns. I also have a track record of success preparing asset, liability and capital account entries by effectively compiling and analyzing account information. Exceptionally well-versed in documenting financial transactions and recommending financial actions by analyzing accounting options. I am a hardworking individual who has a demonstrated expertise in calculating payments to make sure that they are accurately posted in the system. Qualified to manage petty cash transactions and to keep records of spent monies in predefined accounting systems.

Education

2007	CPA (K) KASNEB
2002	KATC I, II KASNEB
1996 - 1999	Kenya Certificate of Secondary School Chogoria Boy's High School

Skills

- **Decision Making and Problem Solving Skills:** I am able to make timely, well considered and logical decisions on problem situations that may arise so as to find appropriate and workable solutions.
- **Communication Skills:** I am an excellent communicator who effectively conveys information both verbally and in writing. I am also a keen listener and gives prompt feedback.
- **Analytical Skills:** Recognizes areas of weaknesses requiring improvements and makes recommendations to the management for consideration, approval and implementation.
- **Planning and Organizing:** Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner.
- **Time Management:** Ability to prioritize work and manage time effectively.
- **Flexibility:** Capacity to fit into most environments, maintain calm under pressure and can adapt well to changes in the work place.
- **Personal qualities:** Ability to wear many hats in a fast-paced environment; I am a person who upholds integrity, credibility, and dedication.
- **Computer Skills:** Proficiency in Ms Word, Excel, Power Point and internet.

Work Experience

Jan 2017 to date

Kenya Power

Position: Regional Accountant III

Responsibilities:

- Supervision of regional operations to ensure the company target are reached.
- Ensuring that all external audit quarries are addressed and should not appear in management letter.
- Ensuring norms and procedures are adhered to professionally and as guided.
- Providing with time to time reports and analysis on expenditure of the company for management decision.
- Helping in standardization of accounting procedure and cooperation companywide transaction

Sept - Dec 2016

Kenya Power

Position: Cost Accountant III

Responsibilities:

- Accurate maintenance of financial records.
- Timely posting of invoices from suppliers to facilitate payment.
- Processing invoices for medical providers.
- Clearing proposal and payment vouchers after payment is made.
- Keying of payment vouchers, keying OD mileage return in TMS system.
- Reconciliation of bank account and supplies statement.
- Processing statutory/legal payments and submitting on time.

Oct 2012 - Aug 2016

Kenya Power

Position: Management Accountant III

Responsibilities:

- In budget and budgetary control.
- Verifying document and ensuring transactions are within approved procedure.
- Analyzing expenditure variances and investigating the causes and communicating the same to the managements.
- Supporting all users on funds management system (FMS) to ensure all budget holders are within the target and no over expenditure on their cost elements.
- Project management system (PMS) to ensure that all projects are cleared within a specified/set period also ensuring that jobs are not over spent or wrong cost incurred.

Other Positions Held

- **June 2008 - Oct 2012:** Accountant IV at Kenya Power
- **2007 - June 2008:** Accounts Clerk at Kenya Power
- **2005 - 2007:** Attaché -Finance at Kenya Power
- **April - July 2004:** Attaché at Mvita Beverages Distributors Ltd (Mombasa)

Additional Information

Awards and Achievements

- Dec 2003: First runners up in principals and practice of management in Visions Institutes of Professionals.

Projects

- Team player in finance Division ISO: 9001-2008(international organization standards) implementation at Kenya power and lighting company ltd, in the year 2006.
- Team player in kick off of both funds management system and project management systems in Kenya power and lighting company.
- Implementation of E-leave in Kenya power and lighting company ltd
- Implementation of online payments of advances and claims by employee, reducing staff congestions in pay-office

Trainings

- June 2017: Online Marketing Fundamentals; Google

Hobbies and Interests

- Socializing, Driving, Community and Social Work, Research

Referees

Gilbert Omondi

Chief Accountant Budget and Budgetary Control, Kenya Powers and Lighting Company Ltd

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John Gitonga

Senior Supplies Officer, Kenya Armed Forces

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Duncan Ndungu

Principal Human Resource Officer-Integrated Human Resources Systems, Kenya Powers and Lighting Company Ltd

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