

DENNIS ONGAGA
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EDUCATION PROFILE

Moi University	Eldoret, Kenya
Bachelor of Business Management (Hons) Finance/ Banking Concentration Second Class Upper	Jan 2011 – Dec 2015
St. Antony Boys School	Kitale, Kenya
Kenya Certificate of Secondary Education (K.C.S.E.) B (Plain)	Jan 2001 – Nov 2004

PROFESSIONAL COURSES

Certified Public Accountant (CPA) – CPA (K) – Strathmore University
Basic Computer Skills/Computerized Accounts Packages

WORK EXPERIENCE

Kenya Women Microfinance Bank	Mombasa, Kenya
Accountant	Feb 2013 – Date
<ul style="list-style-type: none">• Custodian of fixed asset register by monitoring assets conditions serializing and preparing a requisition for new assets.• Carry out necessary payroll tax payments, enlightening staff on income tax withholding and other necessary deductions, as well as filing payroll tax within coast region.• Auditing payroll procedure and performing corrective actions as required.• Test system upgrade or tax to ensure adherence to internal policies and payroll principles.• Management of the petty cash book paying all the branch expenses and bank reconciliation weekly and monthly and preparing a report on the same.• Reviewing and/or processing all financial transactions (invoices, bank deposits) on a timely basis and preparing a report to send to head office.• Supervision & training new staff.• Assisting in preparation & review of bank budgets.• Preparation of monthly monitoring reports for the operation manager & head office.• Ensuring all days' financial data is backed up on the server.• Improving on controls & checks to assist in prompt monitoring of portfolio performance.	

Banking Support Services Cashier

March 2011 – May 2012

- Checking daily cash accounts-deposits and withdrawals.
- Guiding and solving customer queries.
- Maintaining monthly, weekly and daily report and proper reconciliations of transactions.
- Advising and reporting to clients on any internal control lapse when need be.
- Responding to individual customer instructions and queries and ensuring that all cash supplied meets the specified value, quality and denominational requirements.
- Ensuring all operating and security procedures are constantly adhered to.
- Utilizing a variety of cash management systems to ensure accurate counting and allocation of cash.
- Demonstrating attention to detail when receiving and recording customer instructions.
- Ensuring all necessary paperwork, necessary security identification and verification KYC are done to clients before paying clients.
- Identifying any discrepancies in notes and coin that are received, and escalating this appropriately.
- Ensuring the integrity of audit trails.

Safety Attendant

Mar 2006 –Mar 2008

- First Aid; First Aid training St. Johns Ambulance.
 - Firefighting; Mombasa Fire Brigade.
 - Giving safety inductions to all employees.
 - Inspect advice and ensure proper and high safety procedures are carried throughout the work place.
 - Job hazard analysis (JHA).
 - Gas free checks.
 - Carry out investigations on accidents and near miss and reporting them to the HSE officer.
 - Member of the Emergency Response Team.
 - Guidance and counseling of employees.
- Undergone Occupational Health and Safety Training (PTI) offered by Woodside Logistics, Australia.

ADDITIONAL INFORMATION

KEY SKILLS

- Experienced in handling accounts payable reconciliation and negotiating supplier's issues.
- Highly competent in management reporting covering end month and quarterly financial performance reporting thus enhancing management decision making.
- Skilled in cash flow, projected cash flow and Budget preparation as well as undertaking variance analysis.
- Competent in preparation of business performance analysis deck to show an overview of performance.
- Experienced in financial reporting covering final accounts preparation, analysis as well as preparation for external audit and implementation of audit reports.
- Skilled in undertaking financial modeling and analysis.
- Expert in tax management covering VAT, PAYE and Withholding tax and filing returns using i-tax.
- Skilled in undertaking financial controls based on company policy and accounting standards.
- Expert in reconciliation of bank position, account receivables as well as general ledger management.
- Knowledgeable in use of SAP.
- Expert in use of sage pastel, quick books and advanced excel.
- Knowledgeable in setting up of financial systems as well as developing the IT needs of a finance department.
- Proficient in use of Ms Word, Ms Power point and Internet.
- Endowed with the ability to motivate and lead a team to find fulfillment in their work

KEY ATTRIBUTES

- Impeccable numerical and analytical skills.
- Creative thinker with an exceptional ability to offer practical financial solutions.
- Integrity and good personal organizational skills.
- Team player with an ability to lead a team to achieve set targets.

HOBBIES AND SPORTS

- Reading and acquiring new knowledge.
- Listening to country music.
- Playing hand ball and a soccer fan.

LANGUAGES

- Fluent in English /Kiswahili

REFERENCES:

Geoffrey Ochieng

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