**DOMINIC KABUGA MUTUGI**

**PERSONAL SUMMARY**

A committed accountant with valuable experience that improves the long-term managerial and profitability of your firm, am also highly focused with a comprehensive knowledge and understanding of financial management and accounting practices. I have a consistent track record of successfully delivering professionalism, integrity and honest position of the company financial position in accordance with to the accounting standards at the appropriate time scales and within the given budget.

An easy going person by nature and able to get along with both work colleagues, directors and customers of all walks of life. I have good analytical skills, results-oriented, ambitious and self-motivated person who works quickly and accurately under tight deadlines, also with exceptional research and qualitative abilities Accounting, Finance and Taxation.

Am a team-orientated person, and enjoys being part of a dynamic team. I have extensive knowledge in accounts with use accounting packages such as; Sage, Pastel, QuickBooks and Tally and with over 4 years in financial statement preparation and general ledger activity in various companies.

**PERSONAL DETAILS**

**ADDRESS**: P. O BOX 34 – 10302

BARICHO, KENYA

**EMAIL:** kabdominic87@gmail.com

**TELEPHONE**: +245724547390

**NATIONALITY: Kenyan.**

**EMPLOYMENT**

**INNSCOR KENYA**

**Duration:** June 2016 – Date

Position: Accountant

**Responsibilities**

* Preparation of daily journals.
* Bank reconciliation
* Daily tracking and sales analysis
* Data entry and management
* Compiling of general ledger entries accurately.
* Training of new employees on accounting principles and company procedures.
* Preparing list of all creditors and advancing payments appropriately and accurately.

**EASTHAN COMPANY LTD**

**Duration:** Jan 2015 – April 2016

**Position:** Tax Consultant

**Responsibilities**

* Filed tax returns and prepared governmental reports in compliance with strict standards.
* Computed taxes owed by applying prescribed rates, laws and regulations.
* Proactively researching on all the technical tax issues related to the business.
* Preparation of monthly sales and purchases schedule.
* Conducting a critical analysis of the procurement process and management of all the Purchases.
* Preparation of the books of accounts
* Carrying out bank reconciliation on monthly basis.

**LEADERS ACADEMY**

**Duration:** Jan 2016 – April 2016

**Position:** Accountant and Human Resource Manager

**Responsibilities**

* Filling of tax returns and preparing reports in compliance with strict standards.
* Maintaining integrity of general ledger, including the chart of accounts.
* Analyzing of monthly balance sheet accounts for corporate reporting.
* Generated financial statements and facilitated account closing procedures each month.
* Compiling of general ledger entries accurately.
* Training of new employees on accounting principles and company procedures.
* Preparing list of all creditors and advancing payments appropriately and accurately.
* Making follow up of all school fees accounts to ensure they are cleared in time.
* Developing finance strategies for all the school projects.
* Identifying and proposing to the management revenue generating projects and mode of financing appropriate to the project.

**MUTUNGECI CONTRACTORS LTD**

**Duration:** January 2012 – Dec 2015

**Position:** Part time Accountant

**Responsibilities**

* Modified a comprehensive financial reporting package to reflect growing organizational complexity.
* Filed tax returns and prepared governmental reports in compliance with strict standards.
* Analyzed monthly balance sheet accounts for corporate reporting.
* Computed taxes owed by applying prescribed rates, laws and regulations.
* Created periodic reports comparing budgeted costs to actual costs.
* Optimized and managed research and development spending through collaboration with key business leaders in the industry.

**PATH INSTITUTE OF TECHNOLOGY AND ENTREPRENUIRSHIP**

**Duration:** January 2012 – December 2015

**Position:**  Exam Coordinator and Tutor

**Responsibilities**

* Prepared all the exams timetables for all internal exams.
* Made correspondences with exams bodies and other institutions for the purpose of National exams.
* Spearhead the accreditation of the institution with association of business executive and institute of commercial management.
* Training in short courses in entrepreneurship.
* Marketing school programs in all circles
* Lecturing in Taxation and Public Finance, Management accounting, Quantitative Techniques and Advanced Management Accounting, Advanced Taxation and Public Finance.

**ADDITIONAL SKILLS/ ATTRIBUTES**

**Other Qualification**

* **Hosannah Computer College**

Ms Office

* **Path institute**

Sage, Tally, and Quick Books.

* A Holder of valid driving licenses.

**Attributes**

Am hardworking, Reliable, Self-driven and motivated accountant who can work at frenetic environment to meet the organization goals. A team leader, teacher, and a self-disciplined person.

**EDUCATION**

**January – June 2011: Kenya College of Accountancy University**

CPA PART III­: Section 5 & 6

**January - December 2010: Kenya College of Accountancy University**

CPA PART II ­: Section 3 & 4

**July – December 2009: Kenya College of Accountancy University**

CPA PART I: Section 1 & 2

**July 2008 - June 2009: St Andrews College– Kabare**

KATC PART I & II

**2003-2006: Baricho High School**

Kenya Certificate of Secondary Education (K.C.S.E) Grade: C (Plain)

**1993-2002: Lower Baricho Primary**

Kenya certificate of primary education (K.C.P.E) Grade: B (Plain)

**REFEREES**

1. **Mr. Nelson Mandela**

**Manager,**

**Innscor Kenya**

**Thika Road Mall Branch.**

Cell: 0704-220-946

1. **Mr. Watson Gichuki.**

**Principal**

**Path institute**

Cell: 0727 - 774 - 589

1. **Mr. Sammy Muthii,**

**Director,**

**Mutungeci Contractors Ltd,**

Cell: 0723 -875-168.

1. **Mr. Charles Muriuki**

**Production Assistant**

**Royal Media Services**

CELL: 0726 – 519 - 066.