

**DENNIS ONGAGA**  
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## EDUCATION PROFILE

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| <b>Moi University</b>  | <b>Eldoret, Kenya</b> |
| Bachelor of Business Management (Hons)<br>Finance/ Banking Concentration<br>Second Class Upper | Jan 2011 – Dec 2015   |

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| <b>St. Antony Boys School</b>                                    | <b>Kitale, Kenya</b> |
| Kenya Certificate of Secondary Education (K.C.S.E.)<br>B (Plain) | Jan 2001 – Nov 2004  |

## PROFESSIONAL COURSES

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

## WORK EXPERIENCE

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| <b>Kenya Women Microfinance Bank</b> | <b>Mombasa, Kenya</b> |
| <b>Accountant</b>                    | Feb 2013 – Date       |

- 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

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### 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:

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### **Geoffrey Ochieng**

Education Manager

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