**JOSEPH KIOKO**

**P.O Box 27651-00506, Nairobi**

**Tel: 0729 068 054**

**Email:** [**joskimunyao@yahoo.com**](mailto:joskimunyao@yahoo.com)

**Personal Details:**

* Date of Birth: 1987
* Marital Status: Married

**Education And Professional Qualifications:**

* Bachelor of Commerce (Finance Option)
* Certified Public Accountant section 1-6, June 2009-June2011
* Kenya Accounting Technician Certificate, Intermediate and Final, January 2008-June 2009
* Kenya Certificate Of Secondary Education, Kisukioni Secondary School, January 2002-December 2006

**Career Profile:**

I am a result oriented Accounting professional with in-depth knowledge & ability to examine and analyze accounting records to determine financial status of establishment, prepare financial reports, and give financial advice in regards to all financial and accounting areas. I can be able to handle reconciliation of bank accounts, balance sheet profit and loss accounts, invoicing, cash management, statutory payments, and financial reporting. I am skilled in all areas of auditing and auditing principles and procedures to analyze financial information. I am able to prepare accurate and timely financial reports and statements and ensure appropriate auditing control procedures. My focus is to attain an accounting or auditing position, in a Challenging environment that strives for organizational and personal development.

**Key Professional Skills:**

* Thorough knowledge of accounting procedures and controls necessary for a particular task
* Knowledge of audit procedures, including planning, techniques, test and sampling methods involved in conducting audits
* Knowledge of computerized accounting and auditing record keeping systems
* Ability to gather, analyze and evaluate facts and to prepare and present concise oral and written reports
* Ability to maintain current knowledge of developments related to business matters of interest to internal audit, particularly legislation changes and developments as they affect companies, and new auditing techniques and practices
* Excellent analytical, interpersonal, communication and advocacy skills
* Proven ability to respond quickly, independently and appropriately to competing priorities under tight deadlines
* Proficient in computer applications such as MS Office, QuickBooks, Pastel, Sage and Email

**PROFESSIONAL EXPERIENCE**

**Audit Assistant;**

**Mwendwa Jacinta and Company, August-Date;**

**Duties & Responsibilities:**

* Maintaining client’s books of accounts and filing their tax returns
* Prepared accounts from incomplete records
* Reviewed clients systems of internal control, made recommendations thereof and liased with clients in implementing the same
* Undertook final audits of clients accounts
* Presented and interpreted financial reports to stakeholders as was required from time to time
* Led audit teams and ensured audit assignments were carried according to set requirements and to the relevant legal and professional standards
* Advised clients on tax, efficient structuring of their business, tax planning and management
* Provided clients with compliance assistance in meeting all government regulations for Income Tax, Payroll, Customs and Excise Duty
* Liaised with Tax Authorities on clients cases to ensure compliance
* Educated clients on computation and reported taxes due by explaining legal requirements and kept them informed of current tax development and changes
* Offered other specialized client based services such as cash flow projections, profit forecasts ,investigation, financing and budgetary systems

**Achievements:**

* Awarded a Certificate in Auditing and Assurance as the ninth best candidate country wide and fourth best candidate at Vision Institute

**Interests/Hobbies:**

* Playing Football, Reading novels, networking

**REFEREES**

**Please feel free to contact the under mentioned in regard to my competence, work ethic and performance.**

**Dominic Mutuku**

Military Officer

Kenya Army

P o. Box 107-01002, Thika

Tel: 0726 617 213

**Simon M. Ngui**

Kenya Commercial Bank

Po Box 30012-00100 Nairobi.

Tel: 0733 951 600

E-mail: [t-sngui@kcb.co.ke](mailto:t-sngui@kcb.co.ke)

**Trizah Mulandi**

Principal

Century Park College

P o. Box 812-90100, Machakos

Tel: 0722 859 579

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