**OMOTO VINCENT AYIEKO**

P.O BOX 62462, 00200-Nairobi

Phone No: +254(0)712191140

E-mail Address:Vincentomoto@gmail.com

**PROFESSIONAL PROFILE**

Certified Public Accountant with over 2 years of experience in ledger processes, bank reconciliations, and streamlining account. Have focus in accounting, seeking to leverage accounting expertise and experience into a managerial role as an accountant.

**EDUCATIONAL BACKGROUND**

October 2012- November 2014 : **Jomo Kenyatta University of Agriculture and Technology**

Bachelor of Commerce- Second class honour (Upper division).

July 2010-December 2013 : **Strathmore University**

C.P.A (K)

February 2005-November 2008 : **Butula Boys High School**

K.C.S.E (Mean Grade B-)

**SKILLS AND COMPETENCY**

* Knowledge of SAGE, pastel, power-point and all Microsoft Office Applications.
* Excellent communications skills and ability to prevent complex information in an easy to understand format.

**CERTIFICATIONS**

* Certified Public Accountant

**WORK EXPERIENCE**

**July 2014-**  : **MFI Document Solutions Ltd**

**Insurance Manager, Finance department**

**Duties & responsibilities;**

* Analyze statistical data, such as accident, sickness, disability, and retirement rates and construct probability tables to forecast risk and liability for payment of future benefits.
* Obtain and oversee company insurance or related funds that management uses to cover costs such as disability benefits or lawsuits.
* Review settled insurance claims to determine that payments and settlements have been made in accordance with company practices and procedures. Report overpayments, underpayments, and other irregularities. Confer with legal counsel on claims requiring litigation.
* Investigate, analyze, and determine the extent of insurance company's liability concerning personal, casualty, or property loss or damages, and attempt to effect settlement with insurers. Correspond with or interview medical specialists, agents, witnesses, or claimants to compile information. Calculate benefit payments and approve payment of claims within a certain monetary limit.
* Obtain information from insurers to verify the accuracy and completeness of information on claims forms, applications and related documents, and company records. Update existing policies and company records to reflect changes as required by insurance company representatives.
* Working with underwriters to amend policies where necessary in order to meet client demand.
* Ensuring compliance with regulations and procedures as laid down by the Insurance Regulatory Authority (IRA), by keeping up to date with all changes in the regulatory framework.

**October 2012-February 2014** : **Northstar Alliance East Africa**

**Finance Assistant**

**Duties & responsibilities;**

* Prepare asset, liability, and capital account entries by compiling and analyzing account information.
* Prepared RTGS instructions to various banks transfers and ensuring all banks issues are resolved in time for efficient funds movement.
* Coordination of activities and program in the payable department.
* Maintains financial security by following internal controls for safe custody  
  Prepares creditor/debtors reconciliations and other reconciliation related to banks and general ledgers.
* Process payments vouchers and make payments as approved by managements.
* Review expense claims from various centers, employees and individuals before approval and payment.
* Preparation of budgets and budget analysis on monthly basis and taking corrective action on variances.
* Compute statutory taxes and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
* Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
* Manage payments vouchers, bank files, journal vouchers, receivables ledger and payables ledger for suppliers.
* Interacted with internal and external auditors in completing audits plans.
* Establish and monitor the implementation and maintenance of accounting records up-to-date.
* Carry out any other duties, related to the job, assigned by management as and when required.

**Jan 2012- June 2012** : **Baker Till Meralls’**

**Audit officer**

**Duties & responsibilities;**

* Collect and analyze data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and management policies.
* Report to management about asset utilization and audit results, and recommend changes in operations and financial activities.
* Review data about material assets, net worth, liabilities, capital stock, surplus, income, and expenditure.
* Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.
* Examine and evaluate financial and information systems, recommending controls to ensure system reliability and data integrity.
* Supervise auditing of establishments, and determine scope of investigation required.
* Prepare, analyze, and verify annual reports, financial statements, and other records, using accepted accounting and statistical procedures to assess financial condition and facilitate financial planning.
* Confer with company officials about financial and regulatory matters.

**July 2010-Jan 2012** : **Strathmore University**

**Student Assistant**

**Duties & responsibilities;**

* Shelving of books to respective shelves.
* Manning baggage area& entrance to the library.
* Spine labeling& bar coding of books.
* Catalogue of books.

**Hobbies**

Travelling, and reading novels,

**REFEREE**

1. **Vincent Chibini**

Assistant Librarian,

Strathmore University

Cell phone: +254721934559

Email: [vchibini@strathmore.edu](mailto:vchibini@strathmore.edu)

1. **Silas Inoti**

Finance and Administration Manager,

Northstar Alliance East Africa

Cell phone: +254721551571

Email:silas@northstar-alliance.org

1. **Bildad Methu**

Administration Manager,

MFI Document Solutions Ltd

Cell phone: +254739368046