

# CURRICULUM VITAE

- 1. Family name** Okello  
**2. First name:** George Odera  
**3. Date of birth:** 13.11.1967  
**4. Nationality:** Kenyan  
**5. Civil status:** Married  
**6. Number children:** 4.

## Permanent Contact Address

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## Most convenient method of contact

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## Career Objectives.

To apply knowledge gained at Strathmore University in every day`s life.To bring my expertise as an Accountant/Auditor to my employing institution; To manage and ensure organization`s resources are used effectively in order to achieve value for money audit.

**Availability:** As soon as possible

## Educational Background

<b>Institution</b>	<b>Certificates obtained</b>
Strathmore University Colledge Nairobi –Kenya.(2002)	C P A(K) Part Three(3) Finalist
Rapogi High School. Sare –Awendo.(11986-1987)	K A C E.-8 Points
St Mary`s Yala-Yala Kenya. (1982-1985)	K C E- 32 Points (Kenya Certificate of Education)
Omboo Primary School-Sare Awendo (1975-1981)	K C P E-30 points (Kenya Certificate of Primary Education)

## **Language Skills:(1=excellent-5=poor)**

<b>Language</b>	<b>Reading</b>	<b>Speaking</b>	<b>Writing</b>
English		Native Speaker	
Swahili		Native Speaker	
Luo		Native Speaker	

## **Additional Training and Short Courses**

<b>Institution</b>	<b>Course and qualification obtained</b>
Pan African Paper Mills-Webuye	Computer Training Courses;Microsoft Excel and Microsoft Word
Impact Educational Services-Eldoret	Accounts &Internal Audit Supervisory

## Years of Work Experience

<b>Position, Date, Location and company.</b>	<b>Description</b>
<p><b>Accountant , Accounts Assistant.</b> July 2010 to date Manrik Group of Companies</p>	<p>While at Manrik I had the opportunity in various posts .My duties and Responsibilities included but not limited to:</p> <ul style="list-style-type: none"> <li>-Handling Accounts Payables.</li> <li>-Attending to accounts complaints</li> <li>-Posting Invoices in the Ledger.</li> <li>-Processing payments documents.</li> <li>-Compiling payment data from Purchase Orders, Receiving Notes, Invoices, Suppliers' Statement &amp; Purchase requisitions.</li> <li>-Verification &amp; Reconciliation of above documents before passing payable bills.</li> <li>-Handling Statutory payments and ensuring they are paid on time.</li> <li>-Preparing VAT returns.</li> <li>-Preparation &amp; documentation of VAT refund claim.</li> <li>-Preparing Creditors' &amp; Customers' ageing summary for Management review.</li> <li>-Processing cash &amp; cheque receipts from customers.</li> <li>-Posting relevant documents in the systems.</li> <li>-Monthly revaluation of foreign customers' &amp; Supplier's balances.</li> <li>-Sales invoicing.</li> <li>-Monthly bank reconciliations.</li> <li>- Daily monitoring of cash book position and projected expenditures.</li> <li>-Journalising Vouchers.</li> <li>-Reconciling Intercompany transactions.</li> <li>-Maintaing Stores records.</li> <li>-Periodic Store Verifications.</li> <li>-Attending to accounting complaints.</li> <li>- Custody of Accounts documents.</li> <li>-Handling annual Audit Files by making schedules like- Rent receivables, Fixed Assets, Stock movement ,Creditors, loans, Intercompany transfers, Revenue &amp; Expenses, Employee Statistics, Accruals &amp; Prepayments, Cash Flow and Management Accounts.</li> <li>-Updating share holders accounts upon receipt of data from brokers,</li> <li>-Any other duty that would be assigned by Group Head of Accounts or General Manager.</li> </ul>
<p><b>Financial Advisor</b> <b>April 2010 to July 2010</b> <b>Inbvesco Assurance co.</b></p>	<ul style="list-style-type: none"> <li>-Motor Vehicle Insurance Sales.</li> <li>-Advise Clients on Insurance policies</li> <li>-Assist Clients in processing documents</li> <li>-Obtain collections from customers on behalf of the company.</li> </ul>
<p><b>Assistant Auditor</b> <b>January 2010 t April 2010.</b> <b>William Wachira &amp; CO.,Nairobi.</b></p>	<ul style="list-style-type: none"> <li>-Review of Source documents for making cash book entries and general compliance.</li> <li>-Ensure proper documentation of work is performed.</li> <li>-Preparing Trial Balances</li> <li>-Preparing Bank Reconciliation Statements</li> <li>-Making journal entries</li> <li>-Review of Various Accounts Balances.</li> <li>-Preparing Final Accounts of Various companies.</li> <li>-Carry out audit test checks</li> <li>-Review of Internal control Procedures of various companies.</li> <li>-Analysis of risks of various companies.</li> </ul>

	<ul style="list-style-type: none"> <li>-preparing preliminary audit reports.</li> <li>-Any other job that would be assigned.</li> </ul>
<p><b>Internal Auditor, Assistant Internal Auditor, Audit Assistant, Assistant Sales Officer.</b>  <b>1992 to 2008</b>  <b>Pan African Paper Mills(EA) Ltd</b></p>	<p>While at Pan African PAPER Mills, I had the privilege of working in different departments under different posts. My duties responsibilities involved but not limited to;</p> <ul style="list-style-type: none"> <li>-Inspection of accounting documents.</li> <li>- Reviewing departmental documents forwarded to Accounts Department for accuracy, authorization and their promptness.</li> <li>-Checking actions taken by accounts department upon receipt of advices from various departments.</li> <li>- Reviewing process of cheque writing and approvals, ensuring payments are only made to authorized transactions.</li> <li>-Checking to ensure there is promptness in banking of cheque deposits.</li> <li>-Reviewing postings in Sales and Purchase ledgers.</li> <li>-Reviewing invoices raised as to accuracy, use of authorized price list and limits allowed,</li> <li>-Ensuring there is safety and efficient use of company Assets.-Checking areas of security provisions, process of receiving incoming and outgoing material; custody of materials in Stores, conditions and areas of storage, issuing and areas of use.</li> <li>- Preparing Audit Programs.</li> <li>-Conducting special Audit investigation.</li> <li>-Reviewing Internal control procedures.</li> <li>- Identify areas of risk exposures and suggest possible mitigating measures,</li> <li>-Stores verification.</li> <li>- Reviewing Stores documentations, from requisitions, receiving ,custody, issuing and Stock control'</li> <li>-Reviewing Payment Vouchers –ensuring there is complete check lists-like indents, Purchase Orders, Receiving Notes, and Vendor Statements.</li> <li>-Periodic petty cash verification.</li> <li>-Conducting physical checks of Bulky goods and Consumables in stores and on sites.</li> <li>-Reviewing purchase operations - from Initiations, Ordering, Quotations, deliveries and approval of vendors.</li> <li>-Communicating with Production department on quality issues.</li> <li>-Monitoring factors that may lead to product rejections due to poor quality.</li> <li>-Participating in tendering procedures.</li> <li>-Participating in procurement of materials.</li> <li>-Reviewing of operation of sales- from customer orders, bookings, and Order acceptance, communications with Warehouse and Production departments and process of consignments.</li> <li>-Reviewing personnel policies in areas of Staff welfare- such as Medical, Leaves, Reporting Hours and Compensations.</li> <li>-Reviewing process of awarding overtime hours and documentations involved.</li> <li>- Reviewing process of invoicing- approval of price lists, allowing discounts, rebates, and special orders.</li> <li>-Monitoring movement of Company Vehicles including, Tractors, Cranes and other Heavy Machineries.</li> <li>-Checking consumptions of spares, fuel and oils by vehicles and Heavy Machines.</li> <li>-Reviewing Insurance coverage on Company Assets.</li> <li>-Delegate other assignments as appropriate</li> <li>-Supervision of audit staff.</li> <li>-Generation of Audit Reports for General Manager.</li> </ul> <p><b>As an Assistant Sales Officer my duties involved;</b></p> <ul style="list-style-type: none"> <li>-Attending to customers complaints.</li> <li>-Generating debit and credit notes advices to Accounts department.</li> <li>-Liaise with production department to make manufacturing programmes.</li> <li>-Documentation of EPPOs.</li> <li>-Process cash and cheque receipts.</li> </ul>
<p><b>Salesman-Maria Merchants.</b>  <b>June 1992 to Nov 1992.</b></p>	<p>Selling Soveniours,Art Craft and Portraits</p>

<b>Untrained Teacher- Thim Jope School -Migori. (1988 to 1989)</b>	Taught: Mathematics and Economics.
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**Personal Characteristics and Attributes**

I have a personal winning strategy in any project I take part in.  
 I have patience with everything and every one.  
 I possess a strong pursuit/follow up on issues.  
 I am dedicated and hard-working.  
 I have the ability to maintain Calm when under pressure.  
 I am a self starter.  
 I also have the ability to work under very hares conditions.

**Technical/Social skills and knowledge:**

-Good communication skills- both written and oral.  
 -Excellent computer knowledge.-Microsoft Excel-, Microsoft Word, Quick Books & Microsoft Dynamics  
 -Extensive knowledge of Auditing and Resource management  
 Hobbies: Watching Soccer; Travelling, Taking part in Adventures, Meeting new people and making friends.

**Referees**

**Mr. Dennis Oriki Ombeta**  
**Chief Accountant**  
**Aquila Dev. Co. Ltd**  
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**Peterson Kariuki Thiaka**  
**Chief Accountant**  
**Manrik Holdings Ltd**  
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**Nairobi, Kenya**

**Thomas Masaki**  
**Group Head of Accounts**  
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