**DAVID NGOMBO MAHORO**

**Address:** P.O Box 97772-80112, Mombasa-Kenya

**Telephone:** 0706067892

**Email:** Davidngombo@gmail.com

**CAREER OBJECTIVE**

I seek to secure a challenging and motivating position in the accounting/audit/finance profession with a dynamic and reputable firm that will tap into my talents and abilities, build and develop my career on its guiding principles as I contribute to its day to day operations, vision and overall corporate growth.

**PERSONAL DETAILS**

Date of Birth: 10.01.1987

Nationality: Kenyan

Languages: English/Kiswahili

**PROFILE**

A peak performer experienced in accounting and finance. I am a diligent, hardworking, fast paced and adaptive learner with a good understanding of financial systems, internal control set up, accounting and auditing standards. I am an excellent team player with strong interpersonal, communication and presentation skills and I pride myself in being a confident and honest individual with the ability to work under strict deadlines, take initiative and improve on processes while maintaining high standards of integrity.

**EDUCATION BACKGROUND**

­­­­­­­­­­­­­­­­­­­­­­­­­­­**Academic**

**February 2014 to 23rd September 2016**

**Moi University, Kenya**

Bachelor of Business Management (Finance and Banking option)

Second Class Upper Honors Division

**Diploma in information technology**

**Top Institute of Technology**

Year Obtained: June2006

**Diploma in Networking**

**Top Institute of Technology**

Year Obtained: June2006

**Certificate in Programming**

Top Institute of Technology

Year Obtained:June 2006

**Professional Certification**

**CPA Finalist**

Vision Institute of Professionals, Coast campus

Year Obtained: 2013 graduate

**Computer Proficiency**

MS Word, MS Excel,MS Access, MS PowerPoint, Internet Communication and Email, QuickBooks and Sage Accounting package and Microsoft Navision Dynamics

**EMPLOYMENT HISTORY**

**Company Name: Silverlane Investments Limited Trading as Sabaki Motors, Mombasa, Kenya–dealers in: New and Used Japanese vehicles and general commission agents**

**Position Title:** Accountant

**Dates:** January 2014 to Date

**Duties and Responsibilities**

* General supervision of Accounts
* Advice management on daily cash position of the company.
* Oversee the operations of the organization
* Ensure the Organizations finances are properly utilized and excess liquidity promptly invested competitively
* Ensure safe custody of cheque books and other sensitive documents
* Ensure all payments and expenditure are authorized before payment
* Daily reconciliation of customers deposit account balances
* Ensure that all bank account and MPESA reconciliations are promptly done
* Extraction of monthly Trial Balances, Cash Flows and Forecast statements
* Maintaining the General Ledger, check entries in the cash book and the ledger accounts
* Manage petty cash and ensure that all monies/cheques received are promptly banked on a daily basis.
* Preparation of management accounts.
* Determination and control of aggregate expenditures and budgeting.

**Key Achievements**

* Facilitated successful development of an in-house tailor made accounting system which efficiently serves the company in book-keeping.
* Efficient debt collection and proper management and follow-ups of the debtors hence increasing the company’s turnover.
* Underwent NTSA online trainings which made me successful in performing the following tasks in TIMMS website:- (i) Motorvehicle inspection that is Bookings and inspection reports (ii) Motorvehicle registration that is applying for motorvehicle registration, applying for transfer of ownerships, accepting ownerships, applying for duplicate logbooks, Applying for reflective number plates
* Successful facilitated KRA friendly audit for the years 2012 and 2013 and learnt efficient new record keeping method and book-keeping.
* Underwent ITAX trainings which made me successful in performing the following tasks:-filling of monthly PAYEE returns, filling of monthly VAT returns, ITR for employment income, income tax-company.
* Underwent NSSF trainings which made me successful in online filling of monthly NSSF returns and thereby producing unique payment order numbers and as such saving on time when it comes to paying NSSF, creating members NSSF accounts and as such making it possible for my fellow employees to view the contributions anytime at their convenience.

**Company Name: Likoni Constituency Development Fund (CDF-Likoni)**

**Position Title:** Account Assistant

**Dates:** September2013 to January 2014

**Duties and Responsibilities**

* Prepare CDFC payments vouchers
* Assist fund manager in preparation of budget for office administration
* Maintain a duplicate vote book and other accounting books and records
* Receive and files financial returns
* Analyses PMC returns
* Any other duties as allocated by the management

**Company Name: Pandya Memorial Hospital, Mombasa**

**Position Title:** Intern

**Dates:** July 2012 to December 2012

**Duties and Responsibilities**

* Credit control.
* Debtors Control
* Records keeping.
* Cash Management.
* Doctor’s payments reconciliation.
* Supplier’s payments processing and analysis.
* Bank reconciliation.

**Company Name: Kenya Ports Authority**

**Position Title:** Intern

**Dates:** January 2012 to June2012

**Duties and Responsibilities**

* Financial accounting section-payrolls, taxation, fixed assets.
* Fund control section-internal payment, cash office, credit control, bank reconciliation.
* Perform reviews on the Internal Control to safeguard assets
* Revenue section-customer care,miscellaneous
* Port services, imports and exports
* Organizing accounting and book keeping records
* Budget section-budget preparation, posting and monitoring expenditure budget.
* Management Information-analysing financial statements, quarterly reports preparations.

**CAREER INTERESTS**

* Business Information Systems Operations and Audit
* Financial, Cost and Management Accounting
* Acquisition and development of managerial skills
* Business and Education travel (Domestic and International)

**HOBBIES**

* Watching and playing football and basketball
* Campingand Hiking
* Reading novels and listening to music.

**REFEREES:**

1. Mr.Geoffrey Sakwa Wafula

Manager-operations

Silverlane Investments limited

P. O. Box 87793-80100 Mombasa

Mobile: 0724495020

Email:Geoffrey.sakwa@yahoo.com

1. Loice Gichuki

Manager-Operations

Visions Institute of Professionals-Mombasa

P.O Box 27651-80100 Mombasa

Mobile: 0712795762

Email:info@vip.co.ke

1. Nicolas Jefwa

Director

Top Institute of Technology

P.O Box 97772-80100 Mombasa

Mobile: 0722641884

Email: Njefwa@yahoo.com