*CURRICULUM VITAE.*

**GEOFREY K. NGENO**

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Address : P.O.Box 40-20400.

Sex : Male

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Date of Birth :2nd July 1989

Nationality : Kenyan.

A KCA University CPA graduate, having registered as an accountant in accordance with the provisions of accountants Act No 15 of 2008, well equipped with strong analytical skills coupled with practical understanding of accounting and financial principles. I am seeking to develop a long time career in accounting & finance.

**SUMMARY OF QUALIFICATIONS.**

* Over four years of experience working in accounting and audit field. Hands on experience in ensuring accurate general ledger posting and responding to vendor queries. In depth knowledge of acting as a back up to all accounting unit functions. Working knowledge in Microsoft office applications and computerized accounting packages like Quick books, Sage and Pastel accounting
* Experienced in accounting skills and management with knowledge of payroll, ledger control, tax returns, bank reconciliations, terminal dues calculation, budgeting and constructions of the final statements. Highly skilled in developing new clients relations and ability to work under minimal supervision and meet deadlines.

**CAREER PROFILE.**

* A meticulous, dedicated accountant (CPA) whereby hard work, dedication and ability to acquire new skills remained vital in my career life.
* Possess strong analytical and problem solving skills, with ability to make a well thought out decisions.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking.

**CORE COMPETENCIES.**

* Expertise in office administration management.
* Excellent written and verbal communications skills.
* Ability to multitask and work in a fast paced environment.
* Good reasoning and problems solving skills.
* Computer skills and computerized accounting software packages

**CAREER OBJECTIVE.**

* To utilize my academic orientation, administrative exposures and practical management experiences in a professional, equitable, fair and honest manner and in a teamwork approach to the organization’s charter so as to perform at outstanding levels and become the best employer.

**ACADEMIC BACKGROUND.**

2011: **DIMA COLLEGE:** Computerized accounting packages (QuickBooks, Sage and Pastel)

2010: **RIFT VALLEY INST. OF SCIENCE & TECH.:** Microsoft office applications packages.

January 2006- November 2009: **KIPLELJI SECONDARY SCHOOL:** KCSE B-(Minus)

January 1997-November 2005: **EMITIOT PRIMARY SCHOOL:** KCPE 309/500 marks

**PROFESSIONAL BACKGROUND.**

January 2012-May 2012: **KCA UNIVERSITY**: KASNEB (Section 5& 6)

July 2011-Decmber 2011: **KCA UNIVERSITY**: KASNEB (Section 3&4)

January 2011- May 2011: **KCA UNIVERSITY**: KASNEB (Section 1&2)

**WORK EXPERIENCES.**

## Gathogo & associates (certified public accountants of Kenya) (Feb 2016-Date)

## NSSF Building, 7th floor, suite 716, Nkrumah road, Mombasa)

## Job tittle: Audit Assistant.

* Working closely with the audit manager to ensure that client’s financial statements are updated.
* Maintains the book keeping system of the clients.
* Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications and participating in professional societies.
* Attends and responds to queries arising from the statutory bodies i.e. Kenya Revenue Authority, Institute of certified public Accountants etc.
* Participate in stock take duties.
* Study, analyze and recommends the changes in client’s internal controls
* Filling of tax returns.
* Carry out Audits services for small and medium sized companies
* Any other related duties assigned by the audit manager.

## Kabarak University Sacco Ltd (Aug 2012- July 2015.)

## Head office, along Nakuru-Ravine highway, Nakuru.

## Job tittle: Accountant.

* Purchases - Posting purchases relevant ledgers for the goods and other purchases.
* Statutory deduction -Submitting Statutory deductions on timely basis as required.
* Processing cheques to suppliers and posting the payment to the relevant account.
* Bank reconciliation.
* Filling of tax returns.
* Processing loan, refund and benevolent claims as per Sacco society regulation authority (SASRA) regulation.
* Development of annual reports.

## Ukulima Sacco Society Ltd (Jan 2012- May 2012)

## Head office, Ukulima house, 3rd floor, Haile Selassie Avenue, Nairobi.

## Job tittle: Intern.

* Records management and archiving on the members personal statements.
* Updating members files on day to day basis.
* Auditing members files to avoid errors and misstatement.
* Perform any accounting and financial duty assigned by the top management.

**Membership to a professional body.**

* Institute of certified public accountants of Kenya (**ICPAK**) -Full Active M/no **13879.**

**TRAINING AND DEVELOPMENT.**

Kagiko & Associates tax training -Mombasa.

Topics covered:

* Calculations and submission of statutory deductions.
* Tax calculation.
* Filling of tax returns.

National social security fund (NSSF) e-service training-Mombasa.

Topics covered

* Registration and obtaining a statement of account for members.
* Registration of members to NSSF.
* The SF24 management and the e-converter from the payroll system.
* Electronic payment order and generation of the unique payment mode (UPM).

**ACHIEVEMENTS.**

* Facilitate the recruitment and maintaining of new clients i.e. The 3-star hotels, Transport companies, Legal & professional firms for Gathogo & associates.
* A record 62% gross profit margin increase during fiscal year 2013/2014 and an improvement to 11% Dividend pay-out ratio on members’ deposits.
* Steered the Sacco management to invest in the mini-supermarkets in the university campus. The mini-supermarket is majorly held by the Kabarak University Sacco fraternity (80% shareholding).
* Among other investment made under my watch includes but not limited to M-pesa shop services providers, State-of-the earth Photocopier machine (Kyocera taskalfa-300i) etc.

**HOBBIES.**

* Travelling and interacting with nature.
* Listening to Gospel music.

**CAREER ANCHORS.**

With lack of equipment and proper financial stability in Africa, my belief in a career is that we need to be creative innovative and research oriented using the available materials, available manpower and multifactorial support from different institutions. I therefore prefer to take jobs enriched with the following:

* Considerable degree of challenge.
* Responsibilities.
* Feedback.
* Demanding a variety of skills.
* Creativity

**REFEREES.**

Please feel free to contact the under mentioned referees regarding my competence, work ethics and performance.

**BERNARD TOWET.**

Audit Associate.

Gathogo & Associates

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**LANGAT GEOFREY.**

Auditor

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**JOSEPH NG’ETICH.**

PASTOR.

Africa Gospel Churches of Kenya (AGC).

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