

**BENSON MUGI MUHUNYO**  
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Senior accounting / Finance professional with over nine years experience in various areas including, but not limited to: coordinating and implementing accounting functions, supervising a team as well as compiling, analyzing, and preparing financial records.

I'm able to perform virtually all accounting functions from the accounts payable department to preparing and managing budgets, supervision of revenue collection, controlling expenditure, maintaining cash book, performing bank and cash reconciliation, preparing financial statements and reports among other roles.

My goal is to secure a challenging managerial Accounting / Finance position within a rewarding environment where I can contribute effectively to organizational success while enhancing my career.

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**Personal Details:**

- Date of Birth: 1986
- Marital Status: Married

**Education and Professional Qualification:**

- Pursuing Master of Business Administration (MBA)-Finance Option, K.U University.
- Bachelor of Business Managements-Finance and Banking, Moi University, 2014
- Certificate in Leadership, Presbyterian University of East Africa
- CPA K, Vision Institute of Professionals, 2011
- Kenya Certificate of Secondary Education, Mbichi Secondary School, 2004

**Key Professional Skills and Competencies:**

- Proven administrative, leadership and management ability in the areas of strategic planning and financial management
- Ability to pay attention to detail and report accurately
- Financial and strategic planning skills
- Financial statements analysis and account reconciliation expertise
- Adobe software and general ledger accounting proficiency
- Proficient in Ms Suite, internet explorer and intranet, Sage and Pastel accounting package
- Excellent interpersonal and communication skills
- Strong planning and organizing abilities
- Thorough understanding of financial accounting, reporting and contract management processes, regulatory framework in large sized groups
- Ability to quickly learn new systems, processes/procedures and adapt local practices to global standards
- Computer and accounting packages proficiency, including, MS word, MS excel, MS Outlook, Great Plain-E.R.P, QuickBooks and Pastel

## **PROFESSIONAL EXPERIENCE**

### **Finance Manager ; Kamahuha Limited, September 2014 –Update;**

#### **Duties and Responsibilities:**

- Overseeing & Implementation of Accounting system in the company (ERP system)
- Formulating Overall Direction, Policies and Procedure of the Internal Function in Collaboration with Directors
- Preparing financial management reports: monthly, quarterly and annually.
- Compiling and analyzing financial information to prepare financial statements including monthly and annual accounts
- Establishing Policies and Procedures to guide Internal Audit activities
- Managing the Development of the Department Budget and Monitoring expenses against the budget to ensure that funds are optimally used
- Liaising with external auditors and ensure that the annual audit is conducted on time and timely implementation of audit recommendations
- Maintaining and balancing of creditors and debtors schedules
- Ensuring financial records are maintained in compliance with accepted policies and procedures
- Conducting review and evaluations for Cost Reductions opportunities
- Establishing and monitoring the implementation and maintenance of accounting control procedures
- Continuous management and supporting of budget and forecast activities, Monitoring and interpreting cash flow and predicting future trends to the management & Directors
- Liaising with auditors to ensure annual monitoring is carried out accordingly
- Maintaining Close relationship with other Compliance function throughout i.e EABL, statutory organizations
- Daily Management of Sales Collection, Banking and Reconciliation

### **Finance Manager & Administrator; Kariki Group of Company - Hamwe Limited, December 2013 – August 2014;**

#### **Duties and Responsibilities:**

- Ensuring financial records are maintained in compliance with accepted policies and procedures
- Ensuring all financial reporting and statutory deadlines are met
- Preparing financial management reports
- Compiling and analyzing financial information to prepare financial statements including monthly and annual accounts
- Formulating, executing and reviewing corporate strategies, policies and budgets in line with functional responsibilities of the finance department
- Ensuring proper internal control mechanisms are put in place
- Liaising with external auditors and ensure that the annual audit is conducted on time and timely implementation of audit recommendations
- Payroll administration and timely tax reporting thereof
- Maintaining and balancing of creditors and debtors schedules
- Ensuring financial records are maintained in compliance with accepted policies and procedures
- Producing accurate financial reports to specific deadlines
- Conducting review and evaluations for Cost Reductions opportunities

- Establishing and monitoring the implementation and maintenance of accounting control procedures
- Continuous management and supporting of budget and forecast activities
- Monitoring and interpreting cash flow and predicting future trends
- Liaising with auditors to ensure annual monitoring is carried out accordingly
- Developing external relationship with appropriate contacts e.g. Bankers, auditors, statutory organizations
- Keeping abreast of change in financial regulations & Legislation
- Supervising of departmental heads

**Chief Accountant;**

**Pinnacle Valuers Limited, January 2009 –November 2013;**

**Duties and Responsibilities:**

- Compiled and analyzed financial information to prepare financial statements including monthly and annual accounts
- Ensured financial records are maintained in compliance with accepted policies and procedures
- Ensured all financial reporting deadlines are met
- Prepared financial management reports
- Established and monitored the implementation and maintenance of accounting control procedures
- Continuous management and supporting of budget and forecast activities
- Monitored and supported taxation issues
- Financial audit preparation and coordinated the audit process
- Analyzed and advised on business operations including revenue and expenditure trends, financial commitments and future revenues
- Analyzed financial information to recommend or develop efficient use of resources and procedures, provided strategic recommendations and maintained solutions to business and financial problems

**Assistant Accountant;**

**Transwide Pharmaceuticals Limited, January 2007 – December 2008;**

**Duties and Responsibilities:**

- Assisted in staff Accounts and Payroll
- Prepared Budget and Financial Reports
- Maintained Cashbook
- Performed bank reconciliation
- General Ledger Control
- Ensured petty cash & cheque, debtors & creditors control
- Filled Monthly & Annually Returns

**Membership:**

- Institute of Certified Public Accountants of Kenya, Registration Number 9675

**Leadership Roles and Affiliations:**

- Youth Treasure, P.C.E.A National Youth Committee
- Youth Treasure, P.C.E.A Central Region Youth Fellowship
- Youth Chairman, P.C.E.A
- Presenter, P.C.E.A National Youth Empowerment, France, July - August 2012

**REFEREES**

**Please feel free to contact the under mentioned in regard to my competence, work ethic, performance and / or any other aspect with respect to me:-**

**Mrs. Eunice Nyokabi Mbugua**

Group HR & Hamuka Manager

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0723-579562

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**Mr. P. E. N. Ngugi**

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