

## CURRICULLUM VITAE

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### **PERSONAL INFORMATION**

NAME: Dedan Ndung'u Wandeto  
YEAR OF BIRTH: 1988  
GENDER: Male  
CIVIL STATUS: Single  
NATIONALITY: Kenyan  
LANGUAGES: English, Kiswahili both written and spoken  
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### **CAREER OBJECTIVE**

To develop a strong acumen in management and accounting by optimally applying my abilities, interest and acquired skills.

### **PERSONAL PROFILE**

- Self-motivated
- Ambitious
- Results driven and
- Responsible professional

### **PERSONAL STRENGTHS**

- Excellent interpersonal and communication skills
- Ability to work within a team and individuality
- Driven to learn and apply new ideas
- Focused and innovative with leadership skills
- Proven ability to work to stringent deadlines
- Able to adapt quickly to challenges and changing environment
- Self confident with high levels of confidentiality

### **PROFFESIONAL QUALIFICATION**

August 2016 : Registered Member of Institute of Certified Public Accountants of Kenya

Jan 2010- Dec 2011: Qualified as a Certified Public Accountant of Kenya  
Mwangaza College-Nakuru

Jan 2009-Dec 2009: ATC (Accounting Technician Certificate), both levels –  
Passed. Mwangaza College –Nakuru

May 2008-July 2008: Bridging course in Mathematics  
Egerton University Nakuru Town Campus  
Grade Aggregate: Distinction

## **EDUCATIONAL BACKGROUND**

Jan 2004-Nov 2007: Giakanja Boys High School- K.C.S.E Grade C+ (plus)

Jan 1995-Nov2003: Kiamutiga primary school-K.C.P.E Grade B-(minus)

## **WORK EXPERIENCE**

October 2011 May 2012

Role: Accountant, auditor and tax consultant.

Firm: Kiige & Associates

Responsibility

### Accountant

1. Preparation of financial Statements in accordance with IFRS
2. Preparation of Receivable and Payables reconciliations
3. Preparation of nominal ledger and Bank reconciliation
4. NSSF, NHIF and PAYE Computation and timely remittance to the relevant authority.
5. Preliminary review of client Financial Statements.
6. Induction for all new team members
7. Implementing Accounting Software to automate financial reporting for clients.
8. Receive, document and respond to client queries.

### Auditor

1. Review of financial statements
2. Auditing of financial statements for compliance with IFRS and local GAAP
3. Preparation of Audit schedules
4. Detailed examination of supporting documents to corroborate audit evidence.
5. Physical verification of assets and inventory

### Tax consultant

1. Preparation and filing of VAT returns
2. Ensuring Tax compliance via online registration for clients
3. Offering consultancy to clients seeking Tax Compliance certificate
4. Preparation and filing of PAYE and annual returns.

July 2012 to July 2014.

Kilimo Enterprises Ltd.

Role: Accountant

Responsibility.

#### Accountant

1. Preparation of financial Statements in accordance with IFRS
2. Preparation of Receivable and Payables reconciliations
3. Preparation of nominal ledger and Bank reconciliation
4. NSSF, NHIF and PAYE Computation and timely remittance to the relevant authority.
5. Preliminary review of client Financial Statements.
6. Implementing Accounting Software to automate financial reporting for clients.
7. Receive, document and respond to client queries.

August 2014 to May 2016.

Green Energy Africa Ltd.

Role: Accountant

Responsibility.

#### Accountant

1. Preparation of financial Statements in accordance with IFRS
2. Preparation of Receivable and Payables reconciliations
3. Preparation of nominal ledger and Bank reconciliation
4. NSSF, NHIF and PAYE Computation and timely remittance to the relevant authority.
5. Preliminary review of client Financial Statements.
6. Implementing Accounting Software to automate financial reporting for clients.

7. Receive, document and respond to client queries.
8. Preliminary review of client financial statement
9. Preparation of Budget and implementation of the same
10. Establishment and maintenance of cash controls

## **INFORMATION TECHNOLOGY SKILLS**

### General Computing

- Proficient in Microsoft Office Suite
- Proficient in Internet and Web applications

### Accounting Packages

#### *Pastel*

1. Cash book posting
2. Purchase journal
3. Sales journal
4. General journal
5. Bank, payables, receivables & Vat reconciliation
6. Monthly, Quarterly & Yearly report generation

#### *Quick books*

1. Stock control
2. Payroll processing
3. Posting & payment of bills
4. Posting sales orders, invoices & receiving payments
5. Bank, payables, receivable & Vat reconciliation
6. Cash book posting
7. General journal

## **INTEREST AND HOBBIES**

- Reading inspiration books and biographies
- Watching movies and listening to soft music
- Watching and playing football

## **REFEREES**

BROTHER BRENDAN FOLEY  
MWANGAZA COLLEGE ADMINISTRATOR  
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