

# CURRICULUM VITAE

<b>PERSONAL DATA</b>	Surname: Opuba Other Names: Desmond Owara Nationality: Kenyan Date of Birth: 18 <sup>th</sup> January 1988 Marital Status: Single Postal Address: Box 60053 - 00200 Nairobi Tel. number: 0701 141 947 E-mail address: <a href="mailto:desmondowa@gmail.com">desmondowa@gmail.com</a>
<b>CAREER OBJECTIVE</b>	Looking for a career in Financial Management and Cost control in an organization to fulfill Efficiency and oversee attainment of goals.
<b>PERSONAL ASSESSMENT</b>	Proven conceptual analytical and evaluative skills, ability to conduct independent research And analyse, identify issues, formulate options and make recommendations and proper Conclusions.
<b>PROFESSION</b>	Jul 2006 - Jun 2007: CPA SECTION I & II – STRATHMORE UNIVESITY  Jul 2007 – JUN 2008: CPA SECTION III & IV,V – STRATHMORE UNIVESITY  June 2016 – Date : CPA Section VI - Evening Classes
<b>ACADEMICS</b>	2002 -2005 :KCSE Mean grade B-(minus)-Cardinal Otunga High School(Kisii)  1994 -2001: KCPE Mean grade A (minus) - Pala Primary school.
<b>INFORMATION TECHNOLOGY</b>	Accounting packages: Namely:- <ul style="list-style-type: none"> <li>• Excellent skills in QuickBooks software.</li> <li>• Sage and Pastel Accounting Knowledge.</li> <li>• Accpac, Syspro Erp</li> <li>• Ms Excel, Ms Word, Ms Access, PowerPoint</li> </ul>
<b>WORKING EXPERIENCE</b>	<b>MAY 2014 – TO DATE: ACCOUNTS ASSISTANT– <a href="#">Synresins Limited, Industrial Area</a></b> Duties and Responsibilities:- <b><u>1.Management Duties:-</u></b> <ul style="list-style-type: none"> <li>• Preparation of Monthly Management Accounts for the Finance Manager</li> <li>• Preparation of Monthly Departmental Profit and loss accounts(DSTs)</li> <li>• Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports</li> <li>• Monthly bank reconciliations</li> <li>• Preparation of audit source documents and participation on end year audits</li> </ul> <b><u>2.Creditors Management</u></b> <ul style="list-style-type: none"> <li>• Matching all supplier Invoices to the Local purchase Orders and the Goods Received Notes (GRN) on daily basis on to the ERP(Sypro)</li> <li>• Posting all creditors invoices and payments into the Syspro system daily.</li> <li>• Posting all Imports invoices and import payments into the Syspro System weekly</li> </ul>

- Reconciliation of all creditors' statements and balances as per the system and making adjustments on a weekly basis.
- Preparing Quarterly Internal Audit Schedule for creditors, expenses by 15<sup>th</sup> day of the Month and every quarter for internal audit purposes.
- Ensuring that creditors are paid on time and according to the terms limits

**3. Statutory Duties**

- VAT Reconciliation of input and output on weekly basis.
- Ensure Timely accounting for VAT and submission of the same by due date through itax system.
- Calculation and Preparation of returns for the KEBS levy Monthly
- Ensure timely accounting and payment of statutory obligations i.e. PAYE, Withholding Tax ,Withholding VAT, NSSF, NHIF and other regular deductions as per the law

**4. General Duties**

- Preparation of sales rebate journals, Barclay card and any other prepayment of accrual journals monthly.
- Managing of petty cash float and the vouchers daily.
- Participate in monthly Ware House Stock take.
- Preparation of payroll and employee benefits schedules
- Preparation of Kip's (Key performance indicators) for the finance department.

**MARCH 2013-To May 2014: AUDIT ASSISTANT- Muinde and Company associates – AUDIT FIRM**

Duties and responsibilities.

- Ensuring that all the audits are carried out within the time limit as fixed by the audit manager.
- Ensuring that audit/accounting is done as per the International Accounting Standards and standard auditing procedures.
- To carry out independently audit of limited companies, partnership firms, proprietors as assigned to me by the audit manager/audit supervisor.
- To conduct review of tax file, secretarial file and permanent files prior to commencing audit to enable correct presentation and disclosures are made in financial statements.
- Preparing payrolls for clients and book keeping of clients books
- Ensuring the audit file meets the quality criterion of the firm and ICPAK.
- Ensuring audit is done as per Standard Auditing Practices and Financial Statements are prepared and are in compliance as per International Financial Reporting Standards and International Accounting Standards.
- Ensuring book of client are well book kept for audit
- To submit audit file complete in all respects including management letter points and correct tax computations, related appendixes before submitting file to the audit manager for review.
- Ensuring audits are finished within the time limits assigned by the manager/audit supervisor
- Developing audit policies and procedures, manual and accessing internal controls to mitigate business operational risks.
- Verifying accounting transactions to ensure the presence of adequate internal controls together with risk assessment of individual audit review.
- Coordinating financial planning and budgetary process and subsequent monitoring of implementation of clients
- Posting all financial transactions to the general ledger.
- Preparing accurate and timely financial reports.

**April 2010 -To January 2013: ACCOUNTANT-SAFERIDER MANAGEMENT SYSTEMS.**

Duties & Responsibilities.

- Maintaining and keeping all books of accounts and undertaking all reconciliations of all balance sheet accounts.
- General Administration implementation of management financial and information systems for effective internal controls of the organization.

	<ul style="list-style-type: none"> <li>• In charge of supervision and developing efficient management procedures of company fixed assets and maintaining the fixed asset schedule book.</li> <li>• Ensure effective use of the accounting system to make certain that end year financial accounts are correct.</li> <li>• Preparation of payroll and payment of the same to the staff.</li> <li>• Overseeing the performance of staff and making recommendations.</li> <li>• Preparation of invoices and deliveries for the clients.</li> <li>• Liaison with internal and external contacts on the operations of the company.</li> <li>• Undertaking banking services such as deposits of cash and cheques.</li> <li>• Assisting in Budget preparation, monitoring execution and reporting on the daily cash management activities.</li> <li>• Handling confidential data for employee recruitment exercises.</li> <li>• Managing and maintaining stock ledger books.</li> <li>• Preparation of a management reports for overdraft facilities.</li> <li>• Ensure that professional administrative systems and procedures are followed and maintained.</li> <li>• Verification of all suppliers invoices and ensures that they comply with their contracts or the purchase order requirements.</li> <li>• Maintain historical data base on key historical and current information need for both Audit and decision making purposes.</li> <li>• Ensuring that all transactions comply with tax requirements.</li> <li>• Ensuring that all expenses are properly allocated to respective budget holders and cost centers.</li> <li>• Preparing timely and accurate quarterly /annual financial statements and reports in line with the system requirement.</li> <li>• Prompt reporting on cash and bank balance through timely daily return preparation and subsequent comparison to the bank statement balance and petty cash float reconciliation.</li> <li>• Ensure timely accounting and payment of statutory obligations i.e. PAYE, VAT, Withholding Tax, NSSF, NHIF and other regular deductions as per the law.</li> <li>• Ensure continuous updating of debtors and creditors ledgers and prompt sending of debtor's statements and follow up on collection.</li> </ul>
<b>INDUSTRIAL ATTACHMENT</b>	<p><b>Oct 2008 – March 2010:-ACCOUNTS ASSISTANT- ARCHEVANELL GENERAL SUPPLIES.</b></p> <p>Duties &amp; Responsibilities.</p> <ul style="list-style-type: none"> <li>• Maintaining of accounts payable accounts receivable ledgers</li> <li>• Preparing of invoices.</li> <li>• Reconciliation of bank statements.</li> <li>• Cheque preparation for supplier's entries.</li> <li>• Preparation of periodic annual, quarterly or monthly reports to the directors.</li> <li>• Filling of monthly VAT, PAYE, NSSF &amp; NHIF Returns.</li> <li>• Participation in stock taking exercise</li> <li>• General ledger maintenance.</li> </ul>
<b>HOBBIES</b>	<p><b>Jan 2008 -Oct 2008:AUDIT TRAINEE –JAMES AGGREY &amp; ASSOCIATES</b></p> <p>Duties &amp; Responsibilities.</p> <ul style="list-style-type: none"> <li>• Maintaining of accounts payable accounts receivable ledgers</li> <li>• Reconciliation of bank statements.</li> <li>• Cheque preparation for supplier's entries.</li> <li>• Preparation of periodic annual, quarterly or monthly reports to the directors.</li> <li>• Filling of monthly VAT, PAYE, NSSF &amp; NHIF Returns.</li> <li>• Participation in stock taking exercise</li> <li>• General ledger maintenance.</li> <li>• A profound interest in travelling.</li> <li>• A vivid reader to acquaint myself with current social, economic &amp; political happenings.</li> <li>• Watching football.</li> </ul>

<b>REFEREES</b>	<p>Mr. Godfrey Owidi  Obongo Ouma &amp; Associates  Certified Public  Accountants  P.O Box 72631 00200 NRB  0724 846 606  godbeth07@gmail.com</p>	<p>Mr. Vincent Asusa  Managing Director  Archevanell Gen Supplies  P.O Box10401 00100 NRB  0722 676 111  vincentowinoasusa@yahoo.co  m</p>	<p>Oscar Ngotho  OM Ngotho &amp; Associates  Certified Public Accountants  0723819146  omngocho.associates@gmail.  com</p>
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