**CURRICULLUM VITAE**

**GEOFFREYKATAM**

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**Tel: 0728 517 599**

**Enterprising, hard-working and technically skilled accounting specialist** known for accuracy, attention to detail and timeliness in managing various functions for diverse-industry employers and with Christian foundation as Chairman CU certified. Accounting career spans over 5 years of experience in hospitality, construction, retail, and other industries and has included accountability for the companies’ finances backed by solid credentials (CPA and proficiencies in international accounting standards (IAS) as well as computerized accounting e.g. Sage-Pastel, QuickBooks, ERP, PMS and other various accounting soft-wares.

**ACADEMIC QUALIFICATION.**

2014- 2016 – **Bachelor of Commerce-** 2016.

2007 – 2008 - **Certificate in Computer applications**

2002 - 2005 **– KCSE.**

1994 - 2001 – **KCPE**

**COMPUTER SKILLS.**

-**Accounting Packages-**Sage/ERP, QuickBooks, Property management system (PMS), Systematics among others.

**-Basic computer skills-** MS Excel, MS Word, MS publisher, MS Office, among others

**PROFESSIONAL QUALIFICATION.**

2007 – 2012 - **Certified Public Accountant (CPAK).**

Achievers Sch. Of Professionals. - Nakuru.

**PROFESSIONAL EXPERIENCE.**

**1. YEAR 2014-PRESENT: CITYWALK LTD**–ACCOUNTANT.

* Preparing, examining & analyzing accounting records, financial statements & other reports to assess accuracy, completeness and conformance to reporting & procedures
* Preparation of payroll NHIF, NSSF, PAYE and VAT via I tax and other online systems.
* Preparation and providing the management reports as required by the company policies.
* Preparing and analyzing monthly reconciliation of balance sheet accounts including bank reconciliation.
* Preparation of weekly and month inventory stock report.
* Supervising petty cash administration and approving Cheque for payments.
* Procurement of current assets and maintenance of fixed assets register.
* Ensuring strict adherence to the company’s internal control procedures.
* Liaising with external auditors and assisting in audit records.
* Invoicing and debtors and debt collections.

**2. YEAR 2012-2013: KINYUA KOECH LTD**–ACCOUNTANT.

* Reconciling all revenues collected on daily basis and check balances against receipts.
* Providing the management reports in time.
* Preparation of VAT returns, filing N.H.I.F, N.S.S.F and P.A.Y.E on time through I tax online system.
* Bank, cash, Suppliers and debtors reconciliations.
* Petty cash administration and making reports of the same.
* Preparing and maintaining accurate administrative records of the transport department.
* In charge of the day to day operations of the transport department.
* Ensuring strict adherence to the company’s fueling policy and instituting controls.
* Ensuring all company vehicles and equipment are serviced regularly and in good condition.
* Project allocation and tracking of company vehicles and construction equipment.
* Serve as contact person for field staff and management.

**3. YEAR 2009-2012: POWER CONTROLS LTD-**INTERNAL AUDITOR.

* Preparing financial statements and monthly reports.
* Reviewing and analyzing budgeted projections vs. actual performance and investigating variance.
* Preparing and analyzing monthly bank reconciliation.
* Preparing, reviewing and approving journal entries, general Ledger accounts and transactions, payroll, expense reports and invoices.
* Assisting with audits by providing records and supporting schedules.
* Receiving and processing all invoices, expense forms and requests for payment.
* Posting of transactions on the system.

**REFEREES.**

1. Beatrice Koech, 2. Hitesh Patel.

Managing Director, Finance Manager,

Kinyua Koech Ltd, CityWalk Ltd.

Nairobi. Nairobi.

Cell: 0721 284 514 Cells: 0724 117 805

3. Simon Kayika,

Finance Manager,

Power controls ltd.

Nairobi.

Cell: 0723433729