KENNEDY KIPCHIRCHIR KIBET

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**PROFESSIONAL SUMMARY**

A flexible CPA who adapts seamlessly to constantly evolving accounting processes and technology, adept at budget forecasting, financial reporting and analysis and taxation in both private and public sectors. Seeking employment in a company with challenging opportunities that will fully utilize my skills and experience to achieve its goals as well as make me grow both professionally and personally.

**WORK HISTORY**

APRIL 2015 to Date -AUDIT ASSISTANT-A.M KAROKI AND ASSOCIATES (CPA- K)

* Assisting in carrying out quality audit and other assurance services to clients.
* Identify and communicate accounting and auditing matters to managers and partners.
* Analyze and evaluate the accuracy of Accounting systems and procedures.
* Prepare audit paperwork in accordance with standards and requirements.
* Check and inspect the accuracy of accounts receivable and payable ledgers.
* Preparation of reports, commentaries and financial statements (Profit &Loss, statement of financial position and Cash flows) for clients
* Filing of tax returns online on behalf of clients.
* Any other task assigned by the audit manager.

SEPT 2011 to 03/2015-ACCOUNTS ASSISTANT-KIMONING SECONDARY SCHOOL

* Receipting of fees from students and posting of receipts to the cashbook.
* Raising of payment vouchers and posting them to the cashbook.
* Daily and monthly reconciliation of books of accounts.
* Preparation of Final books of accounts for audit purposes.
* Budget preparation and monitoring of expenditures against budget estimates.
* Preparation of payrolls for school staff.
* Making of authorized payments to suppliers.
* Agent of the school Bank accounts.
* Safe Custody of accounting records and documents.

**SKILLS**

* Strong analytical skills
* Detail oriented
* Team leadership
* Organized
* Time management skills
* Communication skills
* Preparation of financial statements
* Financial reporting
* Budgeting and forecasting
* Financial statements analysis
* Taxation
* Auditing
* Corporate tax planning

**EDUCATION**

2014-2015 BACHELOR OF COMMERCE FINANCE

CATHOLIC UNIVERSITY OF EASTERN AFRICA

2010-2012 CPA

ABERDEEN COLLEGE OF ACCOUNTANCY

2005-2008 K.C.S.E

ST.PATRICK’S HIGH SCHOOL ITEN

**HOBBIES**

Reading, Adventuring, Playing hockey and singing.

**REFEREES**

1. HILLARY KWAMBAI

ACCOUNTANT-KIMONING SECONDARY SCHOOL

Phone; 0720318707

[Email-hkwambai@gmail.com](mailto:Email-hkwambai@gmail.com)

2. CPA GEOFFREY MACHARIA

AUDIT MANAGER

A.M KAROKI &ASSOCIATES (CPA-K)

Phone 0789305369

[Email-machariahjeff@gmail.com](mailto:Email-machariahjeff@gmail.com)

3. CPA VICTOR KIPKOECH

AUDIT SENIOR

A.M KAROKI &ASSOCIATES (CPA-K)

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