

# KELVIN GATUMO

## CONTACT



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## EDUCATION

**B.B.M (FINANCE)| MOI  
UNIVERSITY | DEC 2021**

**CPA| KASNEB| PART II| JAN 2025**

**QUICK BOOKS FUNDAMENTALS  
|INTUIT ACADEMY | AUG 2024**

**ADVANCED MS EXCEL| UDEMY| AUG  
2024**

## SKILLS

### Technical Skills

- ERP: QuickBooks, MS Dynamics, SAP, Sage
- Compliance: KRA iTax, VAT, PAYE, NHIF, NSSF
- Advanced Excel (PivotTables, VLOOKUP, Dashboards),
- M-Pesa Integration
- Bookkeeping |
- Payroll
- Budgeting
- Audit Support
- Cash Flow Management

## PROFESSIONAL SUMMARY

Results-driven accountant with over two years of experience in public and educational sectors, specializing in accounts payable/receivable, KRA tax compliance, and financial optimization. Proficient in QuickBooks, SAP, MS Dynamics, and M-Pesa integrations, with a record of achieving cost savings exceeding KES 1.2 million and maintaining zero KRA penalties. Passionate about leveraging fintech tools to improve efficiency and cash flow processes. Currently pursuing CPA (Part II, KASNEB) and open to opportunities in accounting, compliance, and ERP roles.

## EXPERIENCE

### ACCOUNTS ASSISTANT

Golden Plains Academy

**Feb 2025 - Present**

- Managed full-cycle AP/AR for 500+ member-like accounts (students), reconciling bank & M-Pesa daily to reduce discrepancies by 15% and prevent fraud.
- Processed payroll for 50+ staff via QuickBooks; calculated PAYE/NHIF/NSSF, filed via iTax monthly, achieving 100% compliance and zero KRA penalties.
- Supported budget planning and financial forecasting; negotiated supplier terms to save KES 1.2M annually through expense tracking dashboards.
- Administered fee collections via M-Pesa and proactive follow-ups; improved collection rates by 25%, boosting cash flow by KES 800K/year.
- Prepared monthly financial statements and audit documentation per IFRS/Kenyan standards (SASRA-aligned), resulting in zero non-compliance.
- Built real-time Excel dashboards integrating M-Pesa data; reduced manual errors by 20% and enabled predictive cash flow forecasting.
- Supported fundraising and grant tracking; enhanced fund utilization by 20% through detailed expenditure monitoring and donor reporting.
- Streamlined internal controls by implementing approval workflows, reducing unauthorized payments by 30%.

### JUNIOR ACCOUNTANT

Kenya Civil Aviation Authority

**AUG 2023- JULY 2024**

- Managed daily bookkeeping in QuickBooks; recorded 100% accurate double-entry transactions, reducing entry errors by 25% via validation checks.
- Processed 200+ supplier invoices monthly; verified vendor details, negotiated terms, and executed EFT payments to avoid late penalties and strengthen relationships.
- Oversaw accounts receivable; issued invoices, tracked aging reports, and followed up on overdue accounts, reducing collection period from 45 to 30 days.

Core Competencies

- Financial Reporting & Analysis (IFRS)
- Bank Reconciliation
- Tax Compliance (KRA, VAT, PAYE)
- Accounts Payable/Receivable
- Payroll Administration
- Fintech Integration (M-Pesa)
- Strong Analytical Thinking
- Attention to Detail
- Time Management Team Collaboration

REFERRALS

- Available Upon Request

- Conducted monthly bank reconciliations for multiple accounts; investigated variances, posted adjustments, and prevented fraud with 100% accuracy.
- Administered payroll for 150 employees; calculated salaries, deducted statutory contributions (PAYE, NSSF, NHIF), and ensured compliance with Employment Act.
- Supported tax compliance; prepared VAT returns, withholding tax certificates, and contributed to annual tax computations, achieving zero KRA audit penalties.
- Compiled comprehensive financial reports (P&L, balance sheet, cash flow) for monthly reviews, highlighting key revenue/expenditure trends.
- Assisted in budget development and forecasting using historical data; identified trends to improve resource allocation and reduce processing time.

KENYA CIVIL AVIATION AUTHORITY

Finance Trainee

OCT 2022 - APR 2023

- Compiled monthly and annual financial reports (income statements, balance sheets, cash flow) with 100% timeliness and accuracy.
- Recorded and reconciled daily transactions, including journal entries and adjustments to the general ledger.
- Managed AP/AR functions; ensured proper invoicing, timely payments, and accurate documentation.
- Assisted in developing annual budgets and forecasting models by analyzing historical financial data.
- Monitored VAT compliance and supported audit processes to improve accuracy and reduce processing time.
- Worked with senior accountants to implement improved accounting processes, resulting in reduced processing time.

FREELANCE BOOKKEEPING

June 2022 - AUG 2023

- Managed financial ledgers for 3 local SMEs using QuickBooks; ensured timely KRA filings and reduced filing errors by 15%.
- Completed self-paced courses in data analytics and IFRS standards via Coursera to bridge post-graduation gap.
- Applied basic AI tools in data analytics courses for SME cash flow forecasting and performance visualization.

PROJECTS

- Excel-Based Fee Tracking Dashboard (Golden Plains Academy, 2025) Developed interactive Excel tool integrating M-Pesa data for real-time monitoring, reducing manual errors by 20% and enabling predictive cash flow forecasting.
- Inventory Cost Analysis Model (Kenya Civil Aviation Authority, 2024) Built financial model in MS Dynamics to track COGS and variances, identifying KES 300,000 in annual savings through optimized procurement.