

# OLIVER ONYIEGO

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## PERSONAL PROFILE

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Certified Public Accountant with 10 years of experience, excelling in leadership roles by managing accounting teams, ensuring accountability, cost savings, and implementing financial controls. Proven expertise in day-to-day accounting operations, preparing financial reports, and advising on efficient financial practices. Adept in preparing management and financial reports, budget preparation, payroll processing, year-end audits, and monitoring internal controls. Seeking a position to leverage my ability to ensure the integrity of accounting information and procedures.

## KEY SKILLS

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- **Accounts Management:** Expert in preparing management accounts, ensuring accurate journal entries.
- **Accounting:** Proficient in bank reconciliations, petty cash management, general ledger balancing.
- **Inventory Accounting:** Adept at reviewing financial transactions and ensuring monthly/yearly closing.
- **Financial Statement Preparation:** Experienced in preparing and presenting financial statements for management review.
- **Tax and Statutory Deductions:** Expert in processing payroll and remitting statutory deductions.
- **Auditing:** Proficient in supporting and coordinating year-end audits, addressing audit issues promptly.
- **Accounts Payable and Receivable:** Skilled in timely processing of payments and invoicing customers.
- **ICT Competence:** Proficient in Power BI, Advanced MS Excel (V-lookups, pivot tables), Sage Pastel, QuickBooks, IFRSs, and ISAs.
- **Leadership:** Skilled in guiding, training, and supervising accounting teams to ensure quality work.
- **Analytical Skills:** Strong ability to identify cost reduction and loss prevention opportunities.
- **Organizational Skills:** Excellent at organizing tasks to ensure accuracy and efficiency.

## WORK HISTORY

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### KENYA MEDICAL TRAINING COLLEGE

March-2019 to Present

- **Accountant**
  - Prepare and produce monthly Management Accounts: Ensure accuracy and timeliness of weekly and monthly management accounts, providing essential financial information to support decision-making processes.
  - Coordinate and prepare the Annual Budget: Work closely with the Finance Manager to develop a comprehensive annual budget, aligning financial planning with the institution's strategic objectives.
  - Prepare periodic Financial Reports: Compile and analyze financial data to prepare detailed reports for presentation at board meetings, offering insights into the financial performance.
  - Ensure timely completion of Financial Reconciliations: Conduct thorough reconciliations of college bank accounts, debtors, and creditor's accounts, maintaining accurate financial records and resolving discrepancies promptly.
  - Prepare and file tax returns i.e. VAT and PAYE.
  - Monitor and control institution expenses by implementing budget adherence protocols. Also maintain and manage petty cash.
  - Prepare payments for suppliers and lecturers by raising invoices and posting them to the General ledger.
  - Receive receipts from students and ensure student ledger balances are correct and accurate.
  - Lead and Motivate the accounts team: Fostered a collaborative and productive work environment, providing guidance, training, and support to team members to enhance their performance and efficiency.

### TGS MANOHAR LALL AND RAI LIMITED

December-2015 to March-2019

- **Senior Audit Associate**
  - Conducted Audit Assignments in Compliance with ISAs: Led audit engagements for various clients, ensuring adherence to International Standards on Auditing (ISAs) and delivering comprehensive audit reports. I Improved audit completion rate by 20%.
  - Prepared and proofread Financial Statements: Drafted and reviewed financial statements to ensure compliance with International Financial Reporting Standards (IFRS), maintaining high accuracy and quality. I increased audit accuracy by 15%.
  - Reviewed and Completed Audit Files: Summarized significant audit findings and formulated audit opinions, preparing detailed management letters with recommendations for clients on critical issues. Also help to improve client's operational efficiency.

- Developed Audit Plans and Briefed Teams: Created detailed audit plans for assignments and effectively communicated objectives and procedures to audit teams, ensuring efficient and thorough audits.
- Guided and mentored junior auditors, ensuring they completed audit tasks accurately and on time, contributing to the overall success of audit projects.

## **EDEN LIMITED**

**August-2013 to December-2015**

### ● **Accountant**

- Maintained Accurate Bookkeeping Records: Ensured the integrity of financial records by accurately capturing data and maintaining primary records such as cashbooks, asset registers, and ledgers.
- Ensured Timely Statutory Payments: Managed statutory payment processes, including NHIF, NSSF, NITA, WHT, and PAYE, ensuring compliance with regulatory deadlines to avoid penalties.
- Conducted Monthly Bank Reconciliations: Performed regular bank reconciliations, promptly addressing and resolving non-reconciling items to ensure accurate financial reporting.
- Managed Stock Ledger and Reconciliations: Oversaw inventory accounting processes, maintaining accurate stock ledgers and performing regular reconciliations to ensure proper inventory management.
- Processed Payroll and Managed Petty Cash Float: Ensured timely and accurate payroll processing, uploaded payroll information to the bank portal, posted payroll journals, and managed petty cash float effectively.

## **MAZARS KENYA LIMITED**

**November-2012 to July-2013**

### ● **Audit Assistant**

- Assisted in Planning and Executing Audit Assignments: Supported the audit planning process and executed audit procedures, ensuring compliance with audit programs and timelines.
- Prepared and Documented Audit Findings: Compiled detailed audit findings in working papers, providing clear documentation for review by senior auditors and management.
- Conducted In-depth and Spot-check Audits: Performed thorough audits, including spot checks, to evaluate the accuracy and effectiveness of clients' financial and operational systems.
- Recommended Changes in Accounting Systems: Analyzed clients' accounting systems and controls, recommending improvements to enhance efficiency and compliance.
- Prepared Draft Audit Reports: Summarized audit findings and made recommendations for improvements in draft audit reports, providing valuable insights for clients.

## **EDUCATION BACKGROUND**

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- **University of Nairobi - MSc Entrepreneurship and Innovation Management** **2017-2024**
- **Kenyatta University-Bachelor of Commerce-Finance option** **2008-2012**
  - Achieved Second Class Upper Division: Demonstrated academic excellence by achieving a high distinction in all finance-related coursework, including advanced financial accounting, corporate finance, and investment analysis.
  - Conducted In-depth Financial Analysis Projects: Completed comprehensive financial analysis projects that involved evaluating corporate financial statements, assessing financial health, and recommending strategic improvements.
  - Led a Team in a Finance-based Research Project: Directed a group of peers in a research project analyzing the impact of fiscal policies on small and medium enterprises, culminating in a presentation to the university's finance department.
  - Active Member of the University's Finance Club: Engaged in various club activities, including organizing guest lectures by industry experts, leading financial literacy workshops, and participating in finance-related community outreach programs.
- **Kisii High School- Kenya Certificate Of Secondary Education (A-minus) 2002-2006**

## **PROFFESIONAL AND OTHER CERTIFICATIONS**

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- **Certified Public Accountant (Section 6 Finalist):** Kenya Accountants and Secretaries National Examinations Board; December 2009
- Project Management essentials.
- Teamwork Essentials.
- Managing Environment and social performance by World Bank.
- Career Boost with Power BI
- Essentials of MS Excel and Excel data visualization.
- Leadership and Management Short Course Google digital Marketing and Ecommerce.

## INTEREST AND HOBBIES

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- **Financial Compliance Research:** Interested in researching global financial compliance regulations and best practices to enhance professional knowledge.
- **Artificial Intelligence-** Enthusiastic about learning and applying artificial intelligence principles.
- **Cyber security:** Enthusiastic about learning and applying cyber security principles to protect financial data and systems.
- **Community Service:** Actively involved in community service projects focused on financial literacy and educations.
- **Continuous Learning:** Committed to personal and professional development through ongoing education.
- Reading, listening to TED talks and listening to Music.

## REFEREES

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1. Dr. Jesse Kamau  
Principal Kenya Medical Training College.  
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