

# VICTOR NJOROGE

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## PROFESSIONAL SUMMARY

Economist and Tax Accountant equipped with a graduate degree in Economics, advanced tax certifications, and over 2 years of public accounting experience. Expert in tax accounting including Individual income tax and Non-individual income tax returns and in-depth knowledge of Value-Added Tax, PAYE, MRI and Finance Act 2023. Detail-oriented, dynamic professional in search of advancement opportunities within reputable, growth-oriented organizations.

## EXPERIENCE

February. 2023 – Jan. 2025  
Mombasa, Kenya

### ● Intern, Kenya Revenue Authority

- An intern at Kenya Revenue Authority at the Domestic taxes Department –Enforcement section where I performed the following role:
- Carrying out covert and cover field audits operations geared towards tax collection and ensuring compliance towards tax regulations
- Prepare and present reports on findings of audits and investigations to the team leader and other stakeholders
- Gathering market Surveillance Intelligence and information
- Preparing daily weekly and monthly intelligence tax report gotten from field operations.
- Enforcing compliance with Tax laws in case compounding i.e. VAT,PAYE, Excise and INCOME TAX
- Sensitizing of taxpayers on matters Taxation.
- Notify taxpayers of any overpayment or underpayment, and either issue a refund or request further payment.
- Contact taxpayers by mail or telephone to address discrepancies and to request supporting documentation.
- Examine accounting systems and records to determine whether accounting methods used were appropriate and in compliance with statutory provisions.

	<ul style="list-style-type: none"> <li>• Enter tax return information into computers for processing.</li> <li>• Answer questions from taxpayers and assist them in completing tax forms.</li> </ul>
<p>July. 2022 – September. 2022 Mombasa, Kenya</p>	<p>● <b>Attaché, Kenya Revenue Authority Southern division office</b></p> <ul style="list-style-type: none"> <li>• July 4th to 23rd September 2022 Worked as an attaché at Kenya Revenue Authority southern division office Mombasa for three months where I undertook rotational learning and got more acquitted on taxation and the various tax obligations such as VAT,PAYE, Excise and INCOME TAX etc.</li> <li>• Contact taxpayers by mail or telephone to address discrepancies and to request supporting documentation.</li> <li>• Prepare or assist in preparing simple to complex tax returns for individuals or small businesses.</li> <li>• Review filed tax returns to determine whether claimed tax credits and deductions are allowed by law.</li> <li>• Confer with taxpayers or their representatives to discuss the issues, laws, and regulations involved in returns, and to resolve problems with returns.</li> </ul>
<p>December. 2021 – April. 2022</p>	<p>● <b>Store Attendant, Mzuri Sweets– Mtwapa Kilifi</b></p> <p>Worked as a store attendant at Mzuri sweets limited where;</p> <ul style="list-style-type: none"> <li>• Monitor in-house inventory movement and complete inventory transfer forms for bookkeeping purposes.</li> <li>• kept records on stocks and arranged the stocks in an orderly manner</li> <li>• Respond to customer and supplier inquiries about order status, changes, or cancellations.</li> <li>• Maintain records of goods ordered and received.</li> <li>• Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.</li> <li>• Prepare, maintain, and review purchasing files, reports and price lists.</li> </ul>
<p>August. 2019 – 2019</p>	<p>● <b>Statistician, KNBS</b></p> <ul style="list-style-type: none"> <li>• Participated in the mapping process conducted by KNBS. I assisted the statistics agents in the Census process.</li> </ul>
<p>August. 2007 – October. 2017</p>	<p>● <b>Clerk, IEBC</b></p> <ul style="list-style-type: none"> <li>• Worked as a clerk of the IEBC Roles</li> <li>• Organizing the polling place before the polls open.</li> <li>• Ensuring that qualified voters are permitted to vote.</li> <li>• Checking in and processing voters.</li> <li>• Distributing ballots to registered voters.</li> <li>• Providing instructions and assistance to voters.</li> <li>• Answering voters' questions.</li> </ul>

## EDUCATION

- Dec. 2025 ● Certified Public Accountant ( Intermediate level)
  - KASNEB, Mombasa, KENYA
- Nov. 2022 ● High School Diploma:Tax Administration
  - Kenya School of Revenue Administration, Mombasa, Kenya
- April. 2021 ● Bachelor of Arts:Economics, with IT
  - Maseno University Undergraduate, Kisumu, Kenya
- Nov. 2015 ● Secondary Education
  - Ribe Boys High School , Kilifi, Kenya
- Dec. 2011 ● Primary Education
  - Ganjoni Primary School, Mombasa, Kenya

## SKILLS

- Skillful ● **Data analysis using Microsoft tools**
- Experienced ● **Taxation**
- Skillful ● **Audits**
- Experienced ● **Statistics**
- Experienced ● **Accounting**
- Experienced ● **Customer Relation**
- Experienced ● **Administration**
- Experienced ● **Marketing**

## LANGUAGES

- **English**
- **Swahili**
- **Kikuyu**

## CERTIFICATIONS

- Certified Public Accountant (Foundation Level), Kasneb
- Diploma In Tax Administration, Kenya School of Revenue Administration
- Bachelor of Arts Economics with IT, Maseno University
- Kenya Certificate of Secondary Education, Ribe Boys High school
- Kenya Certificate of Primary Education, Ganjoni Primary School

## ASSOCIATIONS

- Kenya Association of Certified Public Accountants

## REFERENCES

### 1. Grace Kimari

Tax Station Head, Kenya Revenue Authority,  
North of Nairobi Region

**Tel: 0720799630**

### 2. Dr. Nelson Mukuriah

Deputy Commissioner–Corporate Support Service, Kenya Revenue Authority

**TEL: 0721245410**

### 3. Dr. Destaings Nyongesa

Head of Economics Department, Maseno University

**Tel: 0721218992**

## ACHIEVEMENTS

- LEADERSHIP ACHIEVEMENTS
  - Leadership and politics
  - Talks and mentorship programs
  - Entrepreneurship and youth empowerment

## TRAINING

- Finance Act 2022 and 2023 Training at Kenya Revenue Authority Southern Division Mombasa

- Income tax Act and VAT Act Training at Kenya Revenue Authority Southern Division Mombasa
- Data Analysis and use of Microsoft tools training by Alvin Kinoti -Data Analysis Expert
- B2 Driving training at AA Kenya Driving School