
OTIENO EDWIN WILLIAM

Nairobi-Kenya

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PROFESSIONAL SUMMARY

Proactive and detail-oriented Finance and Accounting professional with over 2 years of hands-on experience in accounts payable and receivable, bank reconciliations, audit support, budgeting, and financial reporting. Demonstrated ability to work with ERP systems including QuickBooks and Zoho Books, with strong knowledge of IFRS and Kenyan tax regulations. Currently pursuing CPA (Part III), with a strong commitment to accuracy, compliance, and continuous professional growth.

SKILLS

- Financial Reporting and Analysis
- Taxation (VAT, PAYE, NSSF, NHIF)
- P&L Management
- ERP Systems (QuickBooks, Zoho)
- Accounts Payable and Receivable
- Advanced Excel (VLOOKUP, Pivot tables)
- Risk Assessment & Mitigation
- Stakeholder Negotiation
- Bank and Cash Reconciliation
- Accounting Software

WORK HISTORY

Assistant Accountant

Tedkraft Medical Supplies – Nairobi

(JAN 2025 – Till Date)

- Processed and reviewed over 500 supplier and client invoices, ensuring timely payments and accurate documentation.
- Assisted in conducting monthly bank reconciliations across multiple accounts, enhancing compliance and accuracy.
- Assisted in preparation of quarterly P&L statements and balance sheets under supervision of senior accountants.
- Supported review of vendor contracts and flagged potential financial risks, contributing to cost savings.
- Partnered with IT to migrate financial data to Zoho Books, reducing month-end close time by 15%.
- Maintained digital and physical filing systems, improving invoice retrieval speed by 40%.
- Supported procurement by verifying vendor accounts and tracking supply chain transactions.

Finance Assistant (JAN 2024 – DEC 2024)

Internship (JAN 2023 – DEC 2023)

Kenya Revenue Authority – Nairobi

- Provided hands-on support in the Finance Department, assisting with budget tracking, payment processing, and financial documentation.
- Assisted in conducting over 100 taxpayer audits and financial verifications, ensuring 95% compliance with domestic tax regulations.
- Assisted in preparing and analyzing tax revenue forecasts and monthly financial reports to support strategic decision-making.
- Automated invoice postings using QuickBooks and ZohoBooks, reducing manual workload by 30%.
- Collaborated with senior accountants to reconcile accounts, manage internal audit findings, and address discrepancies.
- Supported corporate finance functions, including forecasting and variance analysis.

EDUCATION

Bachelor of Science in Finance

The Cooperative University of Kenya

Graduated in DEC 2022

- Second Class Upper Division

CERTIFICATIONS

CIPIT's Data Protection Course – Stathmore University of Kenya (Completed Oct 7, 2025)

CPA Intermediate Level Part III (Ongoing)

Financial Modeling (Self-taught)

SAP (Company taught)

REFEREES

Deborah Mwendu

Compliance Officer at Kenya Revenue Authority

0720667184

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Martin Muthee

Compliance Officer

0714649306

Kenya Revenue Authority

Martinmuthee45@gmail.com

Mr. Teddy Collins

Sales Executive Officer

0702107658

Crown – Health care and Laboratory for medical supplies

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