

BERNARD MULINGE MULANDI

CAREER OBJECTIVE

To highly excel in Accounting and Finance and make positive contributions to users of my professional services through direct service delivery, effective leadership and in training others.

PERSONAL PROFILE

Date of birth: March 30, 1974

Marital status: Married and blessed with one child

SUMMARY OF QUALIFICATIONS

- Master of Business Administration -Finance (UoN)
- Bachelor of Commerce (Finance option)
- Certified Public Accountant, Kenya (CPAK)
- Certified Securities and Investments Analyst (CSIA)
- Certified Public Secretary, Kenya (CPSK)

PROFESSIONAL MEMBERSHIP

- Member of The Institute of Certified Public Accountants of Kenya (ICPAK)
- Member of The Institute of Certified Investments and Financial Analysts (ICIFA)
- Member of The Institute of Certified Public Secretaries of Kenya (ICPSK)

EDUCATION

September 2011 – to December 2013 **University of Nairobi**
Master of Business Administration in Finance(MBA)

January '07 – October '09 **The Catholic University of Eastern Africa**
*Bachelor of Commerce (Finance) – **First Class Honours***

1989 - 1992 **Kalitini Secondary School**
Kenya Certificate of Secondary Education

PROFESSIONAL QUALIFICATIONS

Examined by KASNEB

June 2015 : *Certified Public Secretary, CPS(K)*

June 2012: *Certified Securities and Investments Analyst, CSIA (Kenya)*

June 2002 : *Certified Public Accountant, CPA(K)*

P. O. BOX 1210-00515, NAIROBI

PHONE 0722 224249 E-MAIL:mulandib@yahoo.com or muliben2008@gmail.com

COMPUTER SKILLS

Proficient in:

- *Ms Excel, Ms Word, Quick Books, Pastel,*

PROFESSIONAL EXPERIENCE

- **June 2014 to date:**

KENYA NATIONAL FARMERS FEDERATION (KENAFF)

GENERAL MANAGER –FINANCE & PLANNING

In charge of the Federation's finance and Planning Division, reporting to Chief Executive Officer and responsible for:-

- Tailoring and implementing systems of control and accounting procedures.
 - Preparation of financial reports in readiness for the Annual General Meeting.
 - Coordination of external audit.
 - Preparation of annual budget and efficiency analysis.
 - Technical advisor to the CEO on financial management matters.
 - Supervision of Project Accountants.
 - Liaison with development partners on grants management and reporting.
 - General administration functions
- **2010 to May 2014:** KENYA NATIONAL FARMERS FEDERATION (KENAFF)

PROJECTS FINANCE MANAGER (PFM)

In charge of the programme's finance and administration, reporting to Chief Executive Officer, responsible for:-

- Annual budget management.
- Maintaining the finance and administration system capable of tracking revenue and expenditures.
- Subsidy and Incentive system management.
- Preparation of regular reports on the status of funded activities to operating departments, donors and special reports on need basis to the management board, Internal and also external Auditors.
- Counter signing grant drawdown requests, whether on an advance or reimbursement basis.
- General administration of the Programme office, Staff logistical support, procurement, and asset management.

- **September 2007 to February 2010**
ALLIANCE CAPITAL PARTNERS LIMITED

PROJECTS FINANCE MANAGER

Reporting to the Chief Executive Officer

Responsibilities -:

Overall controlling and reporting on all financial aspects of the company.

Tasks include:

- Tailoring and implementing systems of control and accounting procedures.
- Preparation of financial reports in readiness for the Annual General Meeting.
- Preparation of quarterly Investor updates and liaising with investors of our various companies.
- Preparation of business plans, financial modeling and analysis.
- Technical advisor to the General Manager on financial and syndicate management roles.
- In charge of purchasing function of the company.

- **May 2005 to November 2006**
KENYA RAILWAY GOLF CLUB

CLUB ACCOUNTANT

Responsibilities-;

Overall controlling and reporting on all financial aspects of the club and overall supervision of the Accounts Department.

Tasks:

- Tailoring and implementing systems of control and accounting procedures.
- Preparation of financial reports in readiness for the Annual General Meeting.
- Maintaining Members Accounts.
- Ensuring compliance with Tax rules and regulations on VAT, PAYE and final tax.
- Assisting the Club Manager in ensuring adherence to laid down procedures and regulations in the running and handling of all club matters.

- **January to August 2007 and September 2002 to April 2005**
MUCHEKEHU WOKABI NYAKANG'O & CO
CERTIFIED PUBLIC ACCOUNTANTS (K)

AUDIT SENIOR

Reporting to Audit Manager

Responsible for:- Auditing of clients books .

- Tax assessment and filing of returns.
- Business systems advisory & review services.
- Financial consultancy services.

LANGUAGES English and Kiswahili (Fluent)

HOBBIES Reading, Health workouts and community service

REFERENCES

1. KENAFF
 Charles Gitau
 Country Director (Africa Agribusiness Academy)
 P O BOX 43148, 00100 G P O, NAIROBI.
 Office Telephone: 020-6008324
 Mobile Telephone: 0723-084872
 Email: gitaucg@yahoo.com or charles.gitau@aa-academy.org
2. KENAFF
 Violet Nyando
 General Manager (External Relations)
 P O BOX 43148, 00100 G P O, NAIROBI
 Mobile Telephone: 0720/ 801429
 Email: nyandov@yahoo.com
3. Wokabi & co, Certified public accountants (k)
 Julius Wokabi
 Managing Partner
 P O BOX 70268 – 00400, NAIROBI.
 Office Telephone: 020-2711206/9
 Mobile Telephone: 0722/ 526381
 julius@wokabiauditors.com
4. Alliance Capital Partners Limited
 Grace Koki Nthakyo
 General Manager (CHAK)
 Mobile Telephone: 0721/ 260333
 koki_musau@yahoo.com