

CURRICULUM VITAE

PERSONAL INFORMATION.

NAME: NELSON MAINA KIRENGE

DATE OF BIRTH: 27TH AUGUST 1983

MARITAL STATUS: SINGLE

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CAREER OBJECTIVE

I am a self-motivated, upright and straightforward individual. I seek to work within a challenging dynamic and rewarding environment where I can learn and develop my original thought. I like to take initiative to do more and can work well with others.

PROFESSIONAL QUALIFICATION

VISION INSTITUTE OF PROFESSIONAL, JUL 2011-TO DEC 2012 - CPA part III Section 5&6

VISION INSTITUTE OF PROFESSIONAL, 2010-CPA Part II Section 3&4

KCA UNIVERSITY, 2006 - CPA Part I Section 1&2

JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY
2005 – 2009 BACHELOR OF COMMERCE FINANCE OPTION
SECOND CLASS HONOURS UPPER DIVISION

ACADEMIC BACKGROUND

2001-2004-Laikipia High School (K.C.S.E)

1991-2000- Kiamuturi Primary School (K.C.P.E.)

WORKING EXPERIENCE

Aug 2015 – To date CONSULTANCY WORKS

Position: Consultant

RESPONSIBILITIES:

- Accounting: Preparing the books of accounts and completing the posting to the nominal ledger using the accounting software, formulation of accounts payables and receivables policies to cover both payment and receipts, preparing the bank reconciliation on monthly basis, maintaining the records of receipts and payments, ensure that payments are effectuated by the monthly deadline, monthly account cycle closing, preparing monthly financial management reports, maintaining suitable system of filing all invoices and other items relating to accounting system, maintaining sales invoices and ETR reports, maintaining detailed list of company assets and other documents necessary for correct account reporting.
- Tax advisory: Corporate tax computation, Value Added Tax (VAT) audits, tax compliance audits, personal tax, business tax health checks and transaction tax.
- Compliance services: Compliance and reporting, executive compensation and employee mobility tax compliance.
- Risk and compliance consulting: Regulatory and compliance risk services, internal audit systems and processes.
- Business process outsourcing: Outsourced accounting services, outsourced payroll services, secretarial services, filing of personal returns and other returns.
- Statutory audits
- Facilitating the set-up of proper internal control systems for various Clients.
- Preparation of Financial Statements for various organizations such as manufacturing companies, retail and wholesale traders, distributors, horticulture, floriculture, real estate, construction, Research organizations, Non-governmental Organizations, SACCOs and professional such as advocates and architects.
- Ensuring that presentation of accounts conforms to International Financial Reporting Standards (IFRS), International Standards on Auditing and other applicable regulations.
- Extracting a letter of weakness from the accounting and internal control systems adopted by the client and making recommendations thereto.
- Conducting an internal audit on need basis
- Reviewing the work of accountant ensuring transactions are accounted correctly and making recommendations.

Jan 2015 – July 2015 JOY V. BHATT & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS (K)

Position: Audit Manager in training

Mar 2013 – Dec 2015 JOY V. BHATT & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS (K)

Position: Audit Senior

Sep 2010- Feb 2013 GRANT THORNTON (FORMERLY VKM KENYA)
CERTIFIED PUBLIC ACCOUNTANTS (K)

Position:
Sep 2009- Aug 2010 Audit Senior
Reporting to the Audit Manager & Partner

RESPONSIBILITIES:

- Handling audits of Large, Medium and Small Sized Companies, both independently and as a team.
- Gathering information during the Audit process and reporting the same to the manager in charge or the partner
- Planning the Audit, Preparation of Audit programs, carrying out detailed analytical reviews and forming an appropriate opinion there from.
- Computing Tax Payable/Recoverable by clients in accordance with the tax legislation.
- Understanding the client's Accounting Systems, which provides an insight of the Company's operations.
- Facilitating the set up of proper internal control systems for various Clients.
- Preparation of Financial Statements for various organizations such as manufacturing companies, retail and wholesale traders, Research organizations Nongovernmental Organizations, SACCOs and professional such as advocates and architects.
- Ensuring that presentation of accounts conforms to International Financial Reporting Standards (IFRS), International Standards on Auditing and other applicable regulations.
- Extracting a letter of weakness from the accounting and internal control systems adopted by the client and making recommendations thereto.
- Conducting an internal audit on need basis
- Attending client stock take exercise.
- Carrying out interim audit.
- Conduct training to junior and existing staff

May 2008 – Aug 2010 M. S. SHAH & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS (K)

Position:

Jun 2010- Aug 2010: Audit Senior
Reporting to Audit Manager and Partner.

Jan 2010 - May 2010: Audit Semi-Senior
Reporting to the Audit Manager

May 2008 - Dec 2009: Audit Assistant
Reporting to Audit Senior and Manager

RESPONSIBILITIES:

- Handling audits of Large, Medium and Small Sized Companies, both independently and in a team.
- Gathering information during the Audit process and reporting the same to the manager in charge.
- Planning the Audit, Preparation of Audit programs, carrying out detailed analytical reviews and forming an appropriate opinion there from.
- Computing Tax Payable/Recoverable by clients in accordance with the tax legislation.
- Understanding the client's Accounting Systems, which provides an insight of the Company's operations.
- Facilitating the set up of proper internal control systems for various Clients.
- Preparation of Financial Statements for various organizations such as manufacturing companies, retail and wholesale traders, Research organizations Non governmental Organizations, and professional such as advocates and architects.
- Ensuring that presentation of accounts conforms to International Financial Reporting Standards (IFRS), International Standards on Auditing and other applicable regulations.
- Extracting a letter of weakness from the accounting and internal control systems adopted by the client and making recommendations thereto.
- Ensuring Timely undertaking of Assignments.
- Training of junior audit staff.
- Responsible for office library.
- Ensure PAYE, NHIF and NSSF were deducted from gross salary and remitted on time and ensuring there is no ghost workers in the client company.
- Verifying invoices for various purchases and expenses to confirm that genuine purchases and expenses have been incurred and relate to the nature of the business.
- Confirming the balance as per cashbook and as per bank statement and ensure reconciliation has been carried out properly and I carry out subsequent clearance.

May 2006 - Aug 2006 BLUESHIELD INSURANCE CO. LTD

Position: Accountant assistance - Branch operations
 Reporting to General Manager- Finance

RESPONSIBILITIES:

- Receiving all premiums for the branch
- Preparation of cash flow analysis on monthly, weekly and daily and reporting the same to the General Manager finance.
- Analyzing production and banking premiums.
- Preparation of projected cash flows on a monthly basis.
- Making payment to suppliers and resolving their queries
- Involved in annual audits in preparing of audit schedules, ensuring they are ready when required by the auditors

- Checking and authorizing of payment vouchers and in charge of various ledger reconciliations
- Filing of all statutory returns i.e. NSSF, NHIF, PAYE and VAT returns to KRA
- Checking out the bank reconciliations for accuracy & completeness
- Paying commissions to clients.
- To reconcile the commission payments account in the general ledger against the data maintained per branch.
- Check all the returns for completeness and accuracy and pass them to the head of section for approval and processing into the system
- Handling of internal and external auditors.

ADDITIONAL SKILLS

- Attending Audit Quality Review training seminars.
- In house training on International Standard (ISAs) on Auditing and International Financial Reporting Standards (IFRS).
- Attending Forensic Audit seminars
- Attending Business Club Inter – University Symposiums
- Attending Mathematic contest

STRENGTHS

- Vast knowledge of Quick books, Tally ERP 9, Voyager, Case ware, Excel and Word packages
- Ability to multi task and meet deadlines
- Able to work under minimal supervision
- Hardworking and results oriented
- High degree of Honesty and personal Integrity
- Responsible and Self-motivated
- Excellent organizational skills and attention to detail
- Strong interpersonal skills

HOBBIES

- Traveling & Adventure
- Marathon
- Sharing and socializing

REFEERIES

1. Mr. Nathan Kagunda Buku
Manager Agency Banking and Channels
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3. Mr. Isaac K. Macharia
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