

CURRICULUM VITAE

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PERSONAL INFORMATION

NAME	:	MOHAMED ATHUMAN NYAA
SEX	:	MALE
DATE OF BIRTH	:	18/4/1995
MARITAL STATUS	:	SINGLE
ID NUMBER	:	32476587
NATIONALITY	:	KENYAN
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OBJECTIVE

To achieve my dream through hard work, commitment, dedication and perseverance hoping one day I will unlock all the locked doors. I would like to have the ability to handle multiple tasks on a daily basis further less being creative to approach problems and solve them. I want to be a dependable person who is great at time at top management and always energetic and eager to learn new skills and new ideas in different environment. I am an honest, God-fearing, hardworking and ambitious individual good time manager and a team sacrificial player who have respect for authority. I have the Ability to cope with failures and learn from skills. Ability to prioritize as well as an analytical thinker. Am a good Communicator with inbuilt Interpersonal skills and flexible thereby allowing movements in organizations, Am Punctual and moreoverless have Self-confidence and mostly capable to Work under pressure.

PERSONAL STATEMENT

I have come to learn that New dynamic markets are offering boundless opportunities with firms gravitating towards these markets, where inflows of foreign direct investments result in large returns on investment. As the world increasingly moves towards a more globalised environment, there is a need to understand the interplay between different economies and markets and business opportunities.

Having lived my formative years in an economy, I have seen that it has created a suitable platform for me to gain insights into the recent financial turmoil.

It is fascinating how series of accounting management mistakes and compromises caused the fall of various consultancy firms. The failure of the firm maintaining faithful accounting standards especially in the forgery case where huge debts off the balance sheets led to the downfall of a once "Big Five" accounting firm.

EDUCATION BACKGROUND

**SEPTEMBER 2020- ONGOING : KENYATTA UNIVERSITY
MASTERS IN BUSINESS ADMINISTRATION**

**SEPTEMBER 2016 - DECEMBER 2018: MOI UNIVERSITY
BACHELORS OF COMMERCE IN ACCOUNTING.**

MAY 2014 - MAY 2016: **STAR INSTITUTE OF PROFESSIONS AND TECHNOLOGY.**
CERTIFIED PUBLIC ACCOUNTS FINALIST (C.P.A.K.).

**JANAURY 2010 - OCTOBER 2013: ALLIDINA VISRAM HIGH SCHOOL
KENYA CERIFICATE OF SECONDARY EDUCATION**

**JANAURY 2002-DECEMBER 2009: GOLINI PRIMARY SCHOOL.
KENYA CERTIFICATE OF PRIMARY EDUCATION.**

PROFESSIONAL SUMMARY

1. Independent Auditor with over 5 years of experience in performing external audits for small to large business clients. Proven success in helping clients to achieve and maintain compliance with regulatory requirements, improve internal controls, and reduce financial and operational risk. Adept at maintaining currency with changing legal landscape impacting accounting and auditing practices. Demonstrated leadership skills that guide staff to the successful achievement of auditing goals and enable clients to achieve business goals.
2. Under direction, performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports; maintains the accuracy of the ledgers and subsidiary financial systems; assists in the preparation of assigned budgets, annual audit, and year end closing; and provides highly responsible staff assistance to assigned management staff.
3. As an analytical, results-focused professional and Detail-oriented Manufacturing Cost Accountant specializing in generally accepted accounting principles applicable to manufacturing costs including revenue and expenditures. Specializes in the efficient use of financial and accounting software especially in fast-paced work environments. Experienced with work in the private and public sector.
4. Adaptable Budget Accountant who stays current on generally accepted accounting principles and related recording and tracking technology. Experienced with individual and team projects in a variety of work environments. Especially adept at financing and banking practices budget planning and routine auditing to ensure quality. I am adept at creating documentation to a company's financial documents, solving complex regulatory and financial issues, and developing financial reporting policies and procedures. Also specializes in preparing regulatory information, creating detailed financial spreadsheets, and presenting complex information to a management team.

WORKING EXPERIENCE

START: JULY 2021- UP TO DATE (1+ YEAR OF EXPERIENCE)

LECTURER AT KENYA COAST NATIONAL POLYTECHNIC.

For more than 11 years now I have been in Administration and Accounting, Economics and Finance departments, I have been enthusiastic academic to teach and supervise across undergraduates and postgraduates (both taught and research) programmes'. Currently I am at Kenya coast national polytechnic with pathways, in Financial Management, Economics, Auditing, Human Resource Management, Taxation, Accounting, Finance and Business related guidelines.

Principal Duties and Responsibilities:

- Supervise undergraduates' research students teaching and learning support.
- Design teaching material and deliver either across a range of modules or within a subject area.
- Use appropriate teaching, learning support and assessment methods.
- Supervise student projects, and/or e.g. field trips and, where appropriate, placements.
- Identify areas where current provision is in need of revision or improvement.
- Contribute to the planning, design and development of objectives and material Set, mark and assess work and examinations and provide feedback to students.
- Lead research and/or innovation proposals and projects with the potential to generate income, to manage project deliverables, deliver outputs and secure impact. Work with university stakeholders to identify sources of research funding and lead the process of securing funds.

- Manage the delivery of individual and/or collaborative research projects to time and on budget.
- Apply knowledge acquired from research and innovation as well as scholarship to learning and teaching, and appropriate external activities.
- Lead the design and production of peer-reviewed publications and/or practitioner outputs, and/or disseminate research findings using other appropriate media.
- Make presentations at local, national and international academic and/or practitioner conferences or exhibit work in other appropriate events.
- Supervise research diploma students to ensure timely completion research to manage timely completion.
- Communication routinely communicates complex and conceptual ideas Liaison and networking .
- Participate in and help develop internal and external networks for the development.
- Initiative, problem-solving and decision-making Assess, interpret and evaluate outcomes of research, Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved.
- Develop ideas promoting the subject and/or research areas and find ways of disseminating and applying the results of research and scholarship.
- Responsibility for the design and delivery of own modules and assessment methods and Collaborate with colleagues on the implementation of assessment procedures.
- Advise others on strategic issues such as student recruitment and marketing. Hence contribute to the accreditation of courses and quality control processes.
- Balance the pressures of teaching and administrative demands and competing deadlines.

START: JANUARY 2019- JUNE 2021 (3+ YEARS OF EXPERIENCE) AUDIT ASSOCIATE 11 AT OFFICE OF AUDITOR GENERAL.

- Provide an objective independent examination of the financial statements, which increases the value and credibility of the financial statements produced by management, thus increase user confidence in the financial statement.
- Reduce investor risk and consequently reduce the cost of capital and Ensure that balance sheet and profit and loss account have been made on the basis of accounting books and evidences.

- Determine whether an organization is providing a fair and accurate representation of its financial position by examining information such as bank balances, bookkeeping records and financial transactions.
- Prepare tax advice based on tax laws and practices furthermore Draft and respond to correspondence from KRA and Undertake research on corporate tax matters.
- Communicate audit findings by preparing a final report; discussing findings internally and with clients and respond to tax enquiries from clients.
- Advise clients on tax complications based on reviewed 3rd party contracts and also on applicable capital allowance upon review of their capital expenditure and Draft proposals and business development
- Business development and drafting of proposals and Prepare special audit and control reports by collecting, analyzing, and summarizing operating information and trends.
- Perform a variety of professional accounting functions supporting City-wide operations; maintain accuracy of general, revenue, and expenditure ledgers and subsidiary financial systems.
- Reconcile financial ledgers and records; prepare financial statements and reports, general and subsidiary ledgers and supporting schedules; research and resolve discrepancies.
- Review and audit all accounts payable, purchase orders, cash receipts, business licenses, payroll, utility billing, and other accounting records and transactions; ensure money is posted to correct accounts and that all accounts balance and Provide assistance in the development of the annual budget; assist in the review and validation of the annual budget; create a variety of spreadsheets, documents, and graphs; assist in preparing the final budget document for approval.
- Prepare bank reconciliations and related journal entries for a variety of accounts and Prepare a variety of monthly, periodic, and annual financial and statistical reports and account summaries; prepare treasurer reports; prepare and file annual State Controllers Report and Assist in preparation of year end closings and accompanying financial reports.
- Perform grant accounting work related to federal, state or grant agency funding; maintain records for audit purposes and Maintain and track fixed asset inventory control records.
- Participate in the year-end audit; compile and prepare supporting schedules, work papers, and financial reports as requested by auditors and Prepare property tax remittances for payment.
- Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve issues in an efficient and timely manner.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

- Assist in conducting audit exercises and assurance in the auditee institutions, agencies and state corporations according to the prescribed scope within the audit process to ensure compliance with internal controls and procedures.
- Collect data on information systems and processes of the audite institution to be used in the validation of financial documents.
- Obtain in-depth understanding of each function being audited, identify and assess risk during the audit process.
- Assist in developing, presenting and finalizing audit reports
- Assist in the preparation of documents i.e. working papers, planning memorandums and audit reports as required by management in line with the quality standards of the audit process
- Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation
- Completes audit work papers by documenting audit tests and findings and Inspect clients' accounting records and express an opinion as to whether financial statements are presented fairly in accordance with the applicable accounting standards of the entity, such as Generally Accepted Accounting Principles (GAAP) or International Financial Reporting Standards (IFRS).
- Examine validity and reliability of financial, accounting and other data reports on any deviations.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Prepare tax advice based on tax laws and practices and Draft respond to correspondence from KRA and Undertake research on corporate tax matters.
- Report the state of a company's finance and attest to the validity of financial reports that may have been released. They ensure that the board receives accurate and reliable information.

VOTER EDUCATOR AT LIKONI CONSTITUENCY (MARCH 2022- MAY 2022)

- Facilitate voter education activities in liaison with the local stakeholders, relevant authorities and community leaders.
- Distribute and disseminate voter education materials in schools, churches/mosques, health centres, markets, community centres, farms, business centres and at any other convenient places.
- Act as a link between the Returning Officer and CSOs, CBOs and the community.
- Monitor and evaluate voter education activities by other voter education providers in the Ward.
- Prepare weekly activity reports and submit to the RO. •
- Draw the material distribution plan within area of jurisdiction.
- Draw and implement route maps of material distribution.
- Arrange election materials in readiness for collection by POs/DPOs.
- Support the Returning Officer in the distribution and retrieval of election materials.
- Identify gaps in materials received and distributed and liaise with RO in addressing the gaps.
- Maintain records of all materials received, distributed and retrieved.

PRESIDING OFFICER AT MSAMBWENI CONSTITUENCY BY ELECTION (DECEMBER 2020)

- Collect and ensure security of all By-Election training materials.
- Oversee efficient and effective management of the By-election before, during and after the by election.
- Ensure good conduct of elections in the polling station or tallying centre as assigned by the RO
- Counting, tallying and announcement of provisional results at the polling station and delivering the same to the RO.
- Ensure safe custody of all entrusted documents, document handover of all election materials and equipment to the RO after the By-Election.
- Assist in the training of polling/counting clerks.
- Ensuring smooth flow of voters at the polling station, identifying voters with special needs and managing queues.
- Preparation and arranging of polling/counting room. Conduct training on the polling, counting and tallying process for the clerks.
- Collect and ensure security of all election materials for the election.
- Oversee efficient and effective management of the election before, during and after of election.
- Ensure the good conduct of elections in the polling station or tallying center as assigned.
- Counting, tallying and announcement of provisional results in the polling station and sending the same through online transmission to the National and Constituency tallying centers.
- Ensure safe custody all entrusted documents during the Elections, document hand over of all election materials and equipment to RO after the General Election.

PRESIDING OFFICER AT LIKONI CONSTITUENCY ELECTION (AUGUST 2017)

- Collect and ensure security of all By-Election training materials.
- Oversee efficient and effective management of the By-election before, during and after the by election.
- Ensure good conduct of elections in the polling station or tallying centre as assigned by the RO
- Counting, tallying and announcement of provisional results at the polling station and delivering the same to the RO.
- Ensure safe custody of all entrusted documents, document handover of all election materials and equipment to the RO after the By-Election.
- Assist in the training of polling/counting clerks.
- Ensuring smooth flow of voters at the polling station, identifying voters with special needs and managing queues.
- Preparation and arranging of polling/counting room. Conduct training on the polling, counting and tallying process for the clerks.
- Collect and ensure security of all election materials for the election.
- Oversee efficient and effective management of the election before, during and after of election.
- Ensure the good conduct of elections in the polling station or tallying center as assigned.
- Counting, tallying and announcement of provisional results in the polling station and sending the same through online transmission to the National and Constituency tallying centers.
- Ensure safe custody all entrusted documents during the Elections, document hand over of all election materials and equipment to RO after the General Election

STARTING DATE: SEPTEMBER 2017 – DECEMBER 2018 (2+ years of Experience)

ACCOUNTS ASSISTANT AT NG MATUGA CONSTITUENCY DEVELOPMENT FUND.

- Substantiates financial transactions by auditing documents. And maintains accounting controls by preparing and recommending policies and procedures and Guiding accounting clerical staff by coordinating activities and answering questions.
- Writing of bursary cheques and issuing them to respective owners and make bank withdrawals and collect bank statement and Pay salaries to staffs and statutory deductions i.e. NSSF, NHIF and KRA(PAY AS YOU EARN).
- Reconciles financial discrepancies by collecting and analyzing account information and secures financial information by completing data base backups.
- Invoicing of vouchers and encumbrance of warranty books also Payment to suppliers by either cash or cheques and deducting tax as per the taxation act i.e. VAT and VAT.
- Responsible for timely monthly consolidated financial statements, payments, cash-flow, month end balance sheet, account reconciliation and analysis and management reporting.
- Controlling both vote books and cashbooks and ensure proper maintenance of the accounting books and Prepares asset, liability, and capital account entries by compiling and analyzing account information..
- Documents and recommends financial actions by analyzing accounting options and transactions by entering account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports also Substantiates financial transactions by auditing documents and Maintains accounting controls by preparing and recommending policies and procedures.
- Reconciles financial discrepancies by collecting and analyzing account information and Secures financial information by completing data base backups also Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations..
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional society
- Checking payables remittances and reconciliations of the same to their relevant statements and accounting systems in order to meet various stipulated deadlines for payment runs. And Initiating transaction on the system.
- Ensuring withholding VAT, withholding tax and all statutory deductions related to payments made have been duly deducted and paid to KRA.
- Analysis of all costs on Year to Date and monthly basis.
- Any other duties allocated to you

VOTER REGISTRATION ASSISTANT AT LIKONI CONSTITUENCY (MARCH 2016)

- Publicize voter registration activities and BVR KIT Movement Schedule
- Open and Close the Registration Centre at the designated time.
- Facilitate the registration of voters
- Collate and submit registration data to the VRA on weekly basis
- Report the progress and challenges of the voter registration process to the VRA
- Ensure security of the voter registration materials
- Perform any other duty as may be assigned by the Registration Officer.
- In consultation with the Registration Officer develop a BVR KIT Movement Schedule for the ward of his/her Jurisdiction.
- Publicize BVR KIT Movement Schedule and all voter registration activities
- Distribute voter registration materials to the Voter Registration Clerks.
- Supervise Voter Registration Clerks within the Ward of jurisdiction
- Ensure security of the voter registration materials and equipment
- Collate and submit voter registration data to the RO on weekly basis
- Report the progress and challenges of the voter registration process to the Registration Officer on daily basis
- The Voter Registration Assistant MUST meet the weekly registration targets.
- Perform any other duty as may be assigned by the Registration Officer.
- Restore the normal service to the users as quickly as possible by fixing a technical fault, fulfilling a service request or answering a query to allow the users to work effectively.
- Preparation and testing of BVR Kits in readiness for voter registration.
- Provide technical Support to the VRA's during voter registration
- Installing, configuring and re-imaging of new BVR kits for replacement.
- Performing data backup and data restoration on the BVR Kits
- Ensure that the BVR kits are fully charged at all times
- Participate in the training of the Registration clerks

START DATE: JUNE 2015 – END DATE: AUGUST 2017(2+ Years of Experience)

INTERNAL AUDITOR AT DIANI BEACH HOSPITAL NGO.

- Prepare detailed report on audit findings and review data about material assets, net worth, liabilities, capital stock, surplus, income and expenditure.
- Inspect accounting books and accounting system for efficiency, effectiveness and use of accepted accounting procedure to record transactions.
- Inspect cash in hand, notes receivable and payable, negotiable securities, and cancelled checks to confirm records are accurate and Examine inventory to verify journal and ledger entry and counter check if they are correctly positioned.
- Advising organization on finance accounts, develop and implement work plans for the organization.
- Examine validity and reliability of financial, accounting and other data reports.

- Assist on various audit projects and matters and ensure to have initial focus on revenue assurance and Ensure that the organization comply with the relevant laws and statutes.
- Develop and maintain internal control and effective accounting system and policies for organizational achievements and goal targets.
- Maintains customer confidence and protects operations by keeping financial information confidential and professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed and Advising organization on finance accounts, develop and implement work plans for the organization.
- Communicate audit findings by preparing a Business development and drafting of proposals
- Prepare special audit and control reports by collecting, analyzing, and summarizing operating information and trends.
- Reconciles financial discrepancies by collecting and analyzing account information and secures financial information by completing data base backups.
- Responsible for timely monthly consolidated financial statements, payments, cash-flow, month end balance sheet, account reconciliation and analysis and management reporting.
- Controlling both vote books and cashbooks and ensure proper maintenance of the accounting books
- Develop and maintain internal control and effective accounting system and policies for organizational achievements and goal targets.
- Maintains customer confidence and protects operations by keeping financial information confidential and professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. And Contribute to team effort by accomplishing related results as needed.

VOTER REGISTRATION ASSISTANT AT LIKONI CONSTITUENCY(MARCH 2014)

- Publicize voter registration activities and BVR KIT Movement Schedule
- Open and Close the Registration Centre at the designated time.
- Facilitate the registration of voters
- Collate and submit registration data to the VRA on weekly basis
- Report the progress and challenges of the voter registration process to the VRA
- Ensure security of the voter registration materials
- Perform any other duty as may be assigned by the Registration Officer.
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- Report the progress and challenges of the voter registration process to the Registration Officer on daily basis
- The Voter Registration Assistant MUST meet the weekly registration targets.
- Perform any other duty as may be assigned by the Registration Officer.
- Restore the normal service to the users as quickly as possible by fixing a technical fault, fulfilling a service request or answering a query to allow the users to work effectively.
- Preparation and testing of BVR Kits in readiness for voter registration.
- Provide technical Support to the VRA's during voter registration
- Installing, configuring and re-imaging of new BVR kits for replacement.
- Performing data backup and data restoration on the BVR Kits
- Ensure that the BVR kits are fully charged at all times
- Participate in the training of the Registration clerks

START DATE: JANUARY 2015- END DATE: MAY 2015 INTERNSHIP PROGRAM AT KWALE COUNTY GOVERNMENT.

- Invoicing of vouchers and encumbrance of warranty books
- Prepares asset, liability, and capital account entries by compiling and analyzing account information
- Liaise with suppliers and make payments on behalf of the company.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Payment to suppliers by either cash or cheques.
- Invoicing of vouchers and encumbrance of warranty books also Payment to suppliers by either cash or cheques and deducting tax as per the taxation act i.e withholding taxes, vat and many more.

- Responsible for timely monthly consolidated financial statements, payments, cash-flow, month end balance sheet, account reconciliation and analysis and management reporting.
- Controlling both vote books and cashbooks and ensure proper maintenance of the accounting books and Prepares asset, liability, and capital account entries by compiling and analyzing account information
- Controlling both vote books and cashbooks and ensure proper maintenance of the accounting books

ACCOUNTS Skills

- General business knowledge.
- Up-to-date technology expertise.
- Communication skills.
- Leadership abilities.
- Customer service orientation and Innate problem-solver.
- Analytical skills.
- Self-management.

AUDIT SKILLS

- Financial Software up to date and keen interest in the financial system.
- Legal Compliance and Corporate Finance..
- Reporting Research Results.
- Strong oral and written communication skills
- Review and consolidate results
- Strong organizational skills
- Ability to work independently with minimal oversight, and collaboratively
- Strong technical accounting skills
- Review draft deliverables prepared by engagement teams and present final results to management
- Manage the submission of deliverables to the client
- Excellent verbal and written communication
- Self-motivation, determination and confidence.
- Ability to divide your time between work and study.
- Meticulous attention to detail and able to work under pressure.
- A strong aptitude for maths.
- Excellent problem-solving skills and able to work to deadlines

PERSONAL STRENGTH

- A Good Team Player And Adoptive To Abrupt Changes In Schedule
- Am Capable Of Working Through Supervision
- Self-Motivated and Trustworthy
- Excellent In Communication
- Hardworking man with self-confidence.
- Honest individual with interpersonal skills.
- Enterprise resource planning (ERP) experience (e.g., SAP, Oracle
- Expertise in big data analysis, advanced modeling techniques and SQL
- Knowledge of business intelligence software (e.g., IBM Cognos)
- Microsoft Visual Basic capability
- Aptitude with Hyperion (for analyst and financial reporting roles)
- Microsoft Visual Basic skills
- Knowledge of QuickBooks (for positions with small and midsize firms)
- Dedicated man and flexible in work in any environment.
- Analytical thinker and very punctual in my work.

HOBBIES

- ✓ READING AND SOCIALIZING
- ✓ TRAVELLING AND GAMES
- ✓ LISTENING TO WORD OF GOD.

REFEREES

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