

# CPA.MARTIN MUYE MUNGA

## CONTACT

- +254 710 131 178
- mk.munga@yahoo.com
- 80108 , Kilifi -Kenya

## EDUCATION

2024 September - to date  
JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY- MOMBASA CBD CAMPUS

- Masters in Project Management

2019 September - December 2023  
UNIVERSITY OF NAIROBI-MOMBASA CAMPUS

- Bachelors of Commerce (Finance Option)

2018 July-June 2019  
KENYA INSTITUTE OF MANAGEMENT- MOMBASA KENYA

- Diploma in Project Management.

2011 January - 2014 November  
KILIFI TOWNSHIP SECONDARY SCHOOL - KILIFI KENYA

- Kenya certificate of secondary education.

2000 - 2010 November  
VITENGENI PRIMARY SCHOOL - KILIFI KENYA

- Kenya certificate of primary education.

## FINANCE OFFICER

## PROFILE

Energetic and highly motivated individual with strong financial skills and the ability to fit in different settings. A quick thinker with exceptional problem-solving skills and a proven track of performance. I like dealing with corporations including businesses, companies & firms and Local and international non-governmental organizations, am majoring in preparing and maintaining records of financial transactions of a business with a desire to give true and fair report of financial transaction. I have learnt a lot on financial transactions including Grant management, Reporting, invoicing, debt collection and scheduling, generation of financial statements and management accounts, budgeting and forecasting, payroll management, balance sheet reconciliations, preparation, and filling of tax returns, coordinating and supporting both internal and external audits.

## KEY ACHIEVEMENTS

- Provide review and verification of proposed grant disbursement system and capacity support to ensure accounting systems and practices are sound, adhere to best practices and monitor adherence to internal controls, including Partners' management of grants.
- Conduct regular financial and grants analysis to inform management decision-making and reporting and ensure effective implementation.
- Conduct field monitoring and support visits to Grant Partners to ensure compliance and appropriate utilization of funds disbursed.
- Oversee audit and fraud investigations.
- Conduct financial management and fraud control training for partners and Project staff
- Have gained knowledge in proposal budget developing.co-leading in budget realignment processes, project starting-up and closing-down.

## WORK EXPERINCE

Organization: Coast Interfaith Council of Clerics Trust (CICC).

Position: Finance Officer.

Period: October 2021-September 2023.

### Duties and responsibilities

- Manage and maintain the general ledger (GL) to ensure timely and accurate processing of all financial transactions.
- Prepare monthly financial reports and send them to partners after approval.
- Assist in updating inventory records, & maintenance contracts for the office equipment's.
- Replenishment of office stock for stationery and office supplies whenever necessary.

## PROFESSIONAL TRAINING

**2018 January - May 2018**

Times training center (KASNEB) -

Mombasa Kenya Certified public accountant (CPA) PART 3

**2017 February- July 2017**

Kilifi College of Accountancy - Kilifi Kenya

Accounting packages (Quick books, Pastel, Sage)

**2016 July-may 2017**

Times training center (KASNEB) - Mombasa

Kenya Certified public accountant (CPA) PART 2

**2015 July -May 2016**

Times training center (KASNEB) - Mombasa

Kenya: Certified public accountant (CPA) PART 1

**2014 December-June 2015**

Diverse Ict College - Mombasa Kenya

Computer user specialist certificate.

## PROFESSIONAL BODY MEMBERSHIP

**August 2020 to date**

The Institute of Certified Public Accountants of Kenya(ICPAK). W

**REV.DR. STEPHEN ANYENDA**

CHIEF EXECUTIVE OFFICER COAST

INTERFAITH COUNCIL OF CLERICS

TRUST P.O BOX 40466-80100 MSA

MOBILE NO. +254 722 345 762

+254 705 100 534

EMAIL:sanyenda@yahoo.com

**FRANCIS KARABU**

DIRECTOR TEZZO LOGISTICS LIMITED

P.O BOX 104031-80100 MSA

MOBILE NO. +254 726 320 211

EMAIL: fngala24@gmail.com

**FRANCIS WAMBUGU.**

MANAGING DIRECTOR TANDEM

FREIGHT SERVICES LIMITED

P.O BOX 43267-80100 MSA

MOBILE NO.+254 721 485 202

EMAIL: tandemfreight@gmail.com

**Organization: Coast Interfaith Council of Clerics Trust (CICC).**

Position: Grants and Finance Officer.

**Period: January 2019-September 2021.**

### Duties and responsibilities

- Managing and supporting the grants requirement and implementation for the organization.
- Perform relevant research to identify available grant opportunities and evaluate the results.
- Research for effective and authentic funding opportunities having a lawful registration and proven track record.
- Oversee if the grants are implemented according to the operational and financial needs of the organization.

**Organization: Coast Interfaith Council of Clerics Trust (CICC)**

Position: Finance Officer.

**Period: September 2018-December 2018.**

### Duties and responsibilities.

- Manage and maintain the general ledger (GL) to ensure timely and accurate processing of all financial transactions.
- Ensure strict adherence to the approved budgets.
- Monitor and review activities to ensure that only budgeted costs have been incurred.
- Ensure donor regulations are adhered to for the assigned projects.
- Prepare monthly financial reports and send them to partners after approval.

**Organization: Tandem Freights Services Limited).**

Position: Accounts Assistant.

**Period: August 2015-september 2017**

### Duties and responsibilities.

- Responsible for the properties overall accounting and financial management requirements.
- Maintaining of accounts for all debtors and efficient processing of invoices and debtors age analysis
- Ensuring proper invoicing and recording of daily transactions.
- Ensure timely debt collection and management of office cash.
- Preparation and filing of monthly withholding taxes.
- Conduct regular weekly debt scheduling.
- Preparation of financial reports which includes debt management, credit sales reconciliation and financial reporting. 8. Assist in handling general office administration duties, maintaining accurate

### Additional skills

**2017 February- July 2017**

**Kilifi College of Accountancy**

Kilifi Kenya Accounting packages (Quick books, Pastel, Sage).

**2014 December-June 2015**

**Diverse Ict College - Mombasa Kenya**

Computer user specialist certificate