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PROFILE SUMMARY

Finance & Administration Professional | Tech-Driven Process Optimization | AI-Powered Risk & Compliance Strategist

Multidisciplinary Finance and Accounting expert with a dynamic transition into tech—blending over 15 years of experience in financial operations, tax compliance, and audit readiness with emerging skills in full-stack development, data analysis, and AI-powered financial risk and fraud detection. Proven track record in donor-funded projects, commercial enterprises, and international organizations, consistently delivering process efficiency, cost optimization, and regulatory adherence.

Highly skilled in tools like QuickBooks, iTax, and ERP systems, now complemented by a growing tech stack that includes front-end development, data analytics, and machine learning. Strong foundation in financial reporting, reconciliations, payroll, and statutory compliance, with added strengths in automation, predictive analysis, and intelligent fraud monitoring systems.

Strategically positioned to bridge traditional finance and modern technology—leveraging a proactive, analytical mindset and meticulous attention to detail to drive smarter decision-making, optimize workflows, and innovate compliance solutions. Passionate about using tech to enhance transparency, mitigate risks, and shape the future of financial operations.

Core Competencies: Financial Planning & Budgeting | Financial Reporting & Analysis | Procurement & Logistics Coordination | Payroll Administration & Tax Compliance | QuickBooks & ERP Systems | Regulatory Compliance & Internal Controls | Audit Support & Risk Management | Stakeholder Engagement & Communication | Asset & Inventory Management.

WORK HISTORY

INDEPENDENT CONSULTANT (Finance and General Administration) (June 2024 to date)

Independent finance and administration consultant providing expertise in bookkeeping, accounting, taxation, financial strategy and general administrative support to diverse organizations, ensuring compliance, financial accuracy, and operational efficiency.

- **Weban (K) Limited:** Manage financial operations, including bookkeeping, financial reporting, tax compliance, and budgeting for engineering projects, while improving internal controls and process efficiency.
 - **Child Destiny Foundation:** Ensuring accurate accounting of donor funds, compliance with non-profit financial regulations, resource management, and preparation of reports for donors and audits.
 - **Peace Actors Forum (PAFO):** Development of a finance policy manual, design and implementation of a functional finance system, which includes installing and setting up QuickBooks accounting software.
 - **Panam Cargonet Limited:** Overseeing proper financial record-keeping, tax filings, and ensuring compliance.
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FINANCE OFFICER: RAESA**(March 2023 to May 2024)**

As the Finance and Administration Professional at RAESA Group, a multinational company with operations spanning Europe, South America, and Africa, I was pivotal in managing financial operations for the Rwabura Irrigation Project in Gatundu South, Kenya. My contributions were instrumental in maintaining financial accuracy, ensuring compliance, and optimizing processes to enhance operational efficiency.

Key Responsibilities:

- Ensure all payment transactions are accurately documented, approved, and posted in the accounting system while adhering to company policies and monthly closing procedures.
- Oversee procurement processes, including vendor selection and contract negotiation, while ensuring compliance with organizational policies and budgetary guidelines.
- Reconcile vendor accounts, process supplier invoices, and ensure timely settlement of accounts per contractual terms.
- Administer payroll processes and statutory filings, ensuring timely and accurate disbursements while maintaining compliance with tax and labour regulations.
- Prepare and file accurate VAT returns via KRA online platforms, manage VAT-exempt transaction applications, and handle associated paperwork.
- Prepare detailed monthly financial reports and budgets, ensuring proper cost allocations and accurate billing combinations.
- Complete monthly bank reconciliations, identifying and resolving discrepancies efficiently.
- Support annual external audits by ensuring all required documentation is readily available.
- Maintain a comprehensive electronic and paper-based financial filing system, ensuring accessibility and adherence to document retention policies.
- Maintain a comprehensive asset register, conduct periodic verifications, and ensure accurate record-keeping.

ACCOUNTANT: Octagon Builders and General Suppliers Limited**(Jan 2016 to Jan 2023)**

Construction Services in Water, Sanitation, and Infrastructure Projects

Key Responsibilities:

- Facilitated procurement processes by preparing RFQs, analyzing quotations, ensuring budget availability, and advising the procurement committee on supplier selection.
- Reconciled and processed supplier invoices, managed accounts payable, and ensured timely payments per contractual terms.
- Reviewed and verified payment documentation for accuracy before processing and posting in the accounting system.
- Maintained an organized, up-to-date financial filing system for easy access to financial documents.
- Developed and managed budgets, identified variances, and provided actionable recommendations.
- Verified staff and contractor advance liquidations for accuracy and completeness.
- Maintained and updated the asset register, tracked assets, and ensured regular verification for accurate financial reporting.
- Prepared financial reports on project cost performance, cash flow forecasts, and alignment with budgets.
- Oversaw monthly and year-end financial closings, ensuring accurate recording of transactions, journal entries, accruals, and reconciliations within deadlines.
- Supported audit processes by preparing documentation and addressing audit queries promptly.
- Provided financial management guidance to non-finance staff on budgeting, compliance, and best practices.

FINANCE/ADMIN OFFICER: Child Destiny Foundation (CDF)**(Feb 2014 to Dec 2016)**

Child Destiny Foundation, a Kenyan registered foundation with a sister organization in Austria, is dedicated to enhancing the lives of children with disabilities and supporting their parents, particularly single mothers, in the slums of Kibera, Kenya.

Key Responsibilities:

- Develop and manage project budgets, closely monitoring actual expenses against budget forecasts to identify and address variances.
 - Ensure that all financial transactions are adequately documented and accurately recorded in the QuickBooks accounting system, maintaining transparency and accuracy.
 - Prepare and process monthly bank reconciliations for all CDF bank accounts.
 - Prepare periodic financial reports and respond to ad-hoc reporting requests, ensuring that financial information is accurate and timely for decision-making.
 - Organize and maintain a comprehensive filing system.
 - Facilitate the procurement process for project goods and services.
 - Maintain an up-to-date asset register, ensuring periodic verification of assets.
 - Contribute to the organization's strategic planning by providing in-depth financial analysis, offering actionable insights, and making sound recommendations to improve financial performance.
 - Assist in identifying potential donors, developing fundraising strategies, and preparing fundraising reports to support the organization's funding initiatives.
 - Support external audit coordination by preparing relevant audit schedules and documentation.
 - Maintain primary relationships with donors and handle all communications regarding budgets and donor financial reports, ensuring alignment with donor requirements and expectations.
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ACCOUNTANT: Mombasa Community-Based Health Care**(July 2012 to Jan 2014)****Key Responsibilities:**

- Recorded and approved financial transactions in compliance with organizational policies.
 - Managed budgets, ensuring accurate cost allocations, billing, and financial integrity.
 - Reviewed project ledgers monthly for accuracy and alignment with budgets and program objectives.
 - Processed imprest requests, monitored staff advances, and ensured timely returns with appropriate documentation.
 - Administered payroll processing and statutory deductions (NSSF, NHIF, NITA, PAYE) for compliance.
 - Ensured adherence to donor financial regulations, providing timely reports, documentation, and audit support.
 - Provided financial guidance to non-finance staff, promoting understanding of protocols.
 - Maintained organized financial records and conducted asset verification to safeguard resources.
 - Managed financial correspondences to support operations and maintain communication efficiency.
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ACCOUNTANT/ ADMINISTRATION OFFICER: Riruta Health Project (Oct 2008 to Dec 2011)

Key Responsibilities:

- Ensured accurate documentation, approval, and posting of financial transactions with correct donor and ledger allocations.
- Maintained comprehensive physical and digital financial records for accessibility and compliance.
- Prepared financial reports for donor-funded projects, including Pathfinder International operations, ensuring adherence to donor guidelines.
- Managed accounts payable, invoice reconciliations, and timely vendor payments.
- Oversaw petty cash management and ensured efficient day-to-day operations.
- Administered sub-grants, ensuring compliance, financial monitoring, and accountability for sub-grantees.
- Strengthened internal controls to uphold financial policies and donor regulations.
- Ensured compliance with tax regulations, including processing DA1 forms and statutory requirements.
- Managed office operations cost-effectively, including supplies and facilities.
- Supported budget monitoring, audit preparations, and alignment of expenditures with project goals.

KARDS DEVELOPMENT CONSULTANTS

(Oct 2005 to Sept 2008)

A consultancy focused on human development.

Roles: Finance / Administration Officer

- **Financial & Administrative Management:** Managed accounting operations to ensure financial accuracy through reconciliations, audit coordination, and comprehensive reporting. Oversaw budgets, cost control, and financial reporting for senior management.
- **Procurement & Grants Management:** Managed procurement processes and ensured compliance with grant financial requirements.
- **Project Oversight:** Managed financial and administrative aspects of key projects, including the **Commercial Sexual Exploitation and Human Trafficking Study** and the **Directory of Projects for Street Children in Nairobi**.
- **Efficiency & Compliance:** Streamlined administrative procedures, maintained financial records, and supported organizational strategy alignment for optimal performance and donor relations.

EDUCATION/ PROFESSIONAL QUALIFICATION

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| • Bachelor of Commerce (Finance),
KCA University | 2020- |
| • Certified Public Accountant (Section V),
Kenya Accountancy and Secretaries National Examinations (KASNEB) | 2016 |
| • Accounting Technicians Certificate (ATC Finalist). | 2010 |

SEMINARS AND SHORT COURSES

- Software Development, Power Learn Project, 2025 (Ongoing)
- Financial management and reporting, Catholic Relief Services, 2013
- USAID financial management and reporting framework, 2009
- KARDS Development Consultants, Nairobi, 2006
 - i) Project Management Training.
 - ii) Microfinance and Microenterprise Development Training.
 - iii) Community-Based Consultancy Skills Training