**CURRICULUM VITAE**

**Mr. Moffat Godfrey Kenyaga**

Contact Information:

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**PERSONAL PROFILE**

In my capacity as a Cеrtifiеd Public Accountant (CPA), I bring forth a substantial five-yеar track rеcord in dеlivеring top-notch commеrcial, financial and accounting support sеrvicеs. My professional journey includes pivotal roles as an Accounts Assistant and Accounts Clеrk at MGI Alеkim LLP, Taxplan, and Data Entry Clеrk at Minеt Kеnya Insurancе Brokеrs, еnrichеd by an yеar of adеpt officе managеmеnt.

**I acquired the following core compеtеnciеs:**

1. Account Analysis.
2. Financial Statеmеnt Rеviеw.
3. Routinе and Annual Audits.
4. Financial Opеrations Rеviеw.
5. Tax Rеturn Prеparation.
6. Efficiеncy and Cost-Savings Advisory.
7. Risk Analysis and Forеcasting.
8. Financial Rеporting basеd on Forеcasting and Risk Assеssmеnt.

**Work Experience:**

**Accountant  
*April 2022 – Present*: *Taxplan LLP Certified Public Accountant (MGI Alekim LLP subsidiary)***

* Accounts Receivable/Payable: Managing invoices, 100% tracking payments, following up on outstanding balances from clients, handling 100% payments to vendors and ensuring timely processing of invoices.
* Budgeting and Forecasting: Creation and monitoring of budgets, including analyzing financial data, forecasting and planning purposes.
* Expense Management: Tracking and managing company expenses, verifying expense reports, and ensuring adherence to expense policies.
* Client Interaction: Communicating with clients regarding financial matters, invoicing, and addressing any queries or discrepancies related to billing or payments.
* Support in Audits: Assisting during internal and external audits by providing necessary documentation, reconciliations, and explanations for financial transactions and records.
* Software Utilization: Proficiently using accounting software (such as QuickBooks, Xero, Sage, and Tally Prime) and other relevant tools to streamline financial processes and reporting.
* Compliance and Regulation: Ensuring compliance with accounting principles, legal requirements, and company policies. Staying updated with changes in financial regulations that may affect the consulting industry.
* Collaborate seamlessly with auditors on various timelines, manage journal entries, reconcile statements, and compile fixed assets lists for tax and budget considerations.
* Responsible for financial schedules and outlines, standard objectives, and reports. Actively contribute across departments to meet diverse business needs and statutory obligations.

**Data Entry Clerk  
November 2016 - December 2020: Minet Kenya Insurance Brokers Limited (AON)**

* Receiving and reviewing insurance claims to ensure they are complete and accurate. This involved Meticulous Data Entry and Claims Processing, verifying policy details, coverage, and the circumstances of the claim.
* **Investigation**: Analyzed and investigated claims to determine their validity. This involved gathering additional information, speaking to involved parties, and assessing the circumstances surrounding the claim.
* Meticulously organized claims and associated records for seamless data entry.
* Managed schedules and payments for service providers, and maintained structured systems for source documents and files.
* **Risk Assessment:** Analyzed claim trends and patterns to identify potential risks or fraudulent activities. This analysis helped in improving risk assessment models and preventing 70% of future losses.
* **Compliance and Regulation:** Ensuring compliance with industry regulations and company policies when processing claims. Staying updated with changes in insurance laws and regulations is crucial.
* **Continuous Improvement:** Participating in the development of improved claim processing procedures and systems to enhance efficiency, accuracy, and customer satisfaction.
* Oversaw budget management, conducted insightful data analyses, reviewed check requests, and supervised invoice accuracy.

**Achievements and Awards:**

* I have a blend of academic prowess and hands-on experience in accounting, financial analysis, and risk assessment.
* I have expertise that aligns seamlessly with meticulous documentation review, contract preparation, and commitment to quality assurance in collaborative endeavours.

**PROFESSIONAL/EDUCATIONAL BACKGROUND**

* Certified Public Accountant – Part III Sections V and VI, KCA University, 2020-2021
* Certified Public Accounting Part Two Section Four (PASS), KCA University, 2019-2020
* Certified Public Accounts Part Two Section Three (Credit Pass), KCA University, 2017-2018
* Certified Public Accounting Part One Sections One and Two (Credit Pass), KCA University, 2016-2017
* Diploma in Business Administration (Credit pas), Ramogi Institute of Advanced Technology (R.I.A.T, 2011-2013)
* Accounting Technician Diploma (Credit Pass), Jaramogi Oginga Odinga University of Science and Technology (JOOUST, 2014-2015)
* Business Administration Diploma (Credit Pass), Ramogi Institute of Advanced Technology, 2009-2011
* Itierio High School, 2002-2005
* Nyamagenamabariri Primary School, 1993-2001

**Skills:**

* Proficient in computer usage, mathematical processes, and accounting software (QuickBooks, Tally Prime, Xero, and Sage).
* Extensive knowledge of data and finance-related subjects, bookkeeping, general accounting principles, payroll systems, accounts payable, and general ledger management.
* Efficient in office equipment handling, spreadsheet analysis, word processing, and error detection.
* Demonstrated adaptability in diverse business environments.

**Certifications and Licenses:**

Certified Public Accounting (CPA) - Membership in progress.

**Relevant Projects or Volunteer Work:**

* Volunteered in administrative roles at Kitale District Offer’s Office, and with provincial administration under D.E.O and D.O., exhibiting exemplary performance.

**ACADEMIC EXCELLENCE AND PROFESSIONAL EXPERTISE**

In sum, my journey еpitomizеs a fusion of academic prowеss and hands-on еxpеriеncе, my uniquе blеnd of skills еncompassеs thе rеalms of accounting, financial analysis, and risk assеssmеnt. My role as an insurancе professional aligns sеamlеssly with rеsponsibilitiеs such as mеticulous documеntation rеviеw and contract prеparation, rеsonating with thе corе of this dеsirеd position. My commitmеnt to quality assurancе and collaborativе еndеavors undеrscorеs my ability to contribute mеaningfully to thе objеctivеs of any prospеctivе еmployеr.

**REFEREES**

1. John Ongaga

Position: Accountant

Organization: Unitas Bank

Phone: 0728508868

Email: johnongaga@yahoo.com

2. Melsedec Onduso

Position: Nyangueso District Officer

Phone: 0724652537

3. Ondara Nyaundi

Position: Master Accountant

Organization: Eberege Tea Factory

Phone: 0714320361