

CURRICULUM VITAE

CPA Simon B. Makan

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Profile

A self starter and proactive professional accountant with seven (7) years experience. Excellent proactive attitude and strong ability to provide effective accounting skills to achieving desired goals with remarkable organizational and time management skills

Personal Objectives

- To participate actively and diligently in executing accounting services as a professional accountant.
- To be part of an esteemed company and play an innovative role to propel it to great heights so as to contribute to economic growth
- To become a respected accountant

Career Development

January 2015: Founder of CITIZEN INSTITUTE OF PROFESSIONAL STUDIES, located at Ongata Rongai with the main objective is to offer accounting to the potential citizens who aspire to be professional accountants, auditors and financial analysts to ensure going concern for locals and international business.

November 2016: Founder of GOALCONGRUENCE & TRAINING SERVICES with main objective is to provide proper financial management advice ,both in the private and public organizations/institutions by organizing public participations concerning any county or national governments' bills that touch on common citizens.

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Accountancy Skills

- **Reconciliation** , ability to reconcile debtors, creditors and bank .

- **Payroll system**, managing payroll for all the employees.
- **quickbooks**, posting and retrieving reports from quickbooks system.
- **International financial reporting standards**, executing IFRS as per regulator.
- **Petty cash book**, able to use and account for all expenses.
- **Statutory returns**, meet requirements and deadlines for NSSF, NHIF, PAYE, NITA and VAT.
- **Data entry**, trade payables and receivables in proper books of accounts

Education Background

2017- Kenyatta University pursuing Bachelor degree in Finance and Economics (still in progress)

2010 Certified Public Accountant part 1(section 1 & 2) :

Studying :

- Financial Accounting, Introduction to Law, Entrepreneurship and Communication (sec1)
- Economics, Cost Accounting and Auditing (sec. 2)

2011 Certified Public Accountant part 2 (sec. 3 & 4)

Studying :

- Financial Reporting, Financial Management and Management Information System (sec.3)
- Quantitative Analysis, Taxation and Company Law (sec. 4)

2012-2013 Certified Public Accountant part 3 (sec. 5 & 6)

Studying:

- Advanced Financial Management, Advanced Management Accounting and Principles and Practice of Management. (Sec. 5)
- Advanced Financial Reporting, Advanced Auditing and Advanced Taxation (sec. 6)

2008 DEC.	Digital computer college and awarded certificate in computer proficiency (computer packages)
2003-2006	Toroso Secondary School and awarded K.C.S.E
1994-2002	Kamarang Primary School and awarded K.C.P.E.

Professional Trainings Attended and Developed Skills

- Compliance and risk management ,organized by MHASIBU SACCO
- Leadership Skills Development, organized by ICPAK (institute of certified public accountants of kenya)
- Fighting corruption with all our strength, organized by ICPAK
- Team Building through Communication and mentorship, organized by KIO & ASSOCIATES
- Selling and customer service skills, organized by MHASIBU SACCO
- Health and safety training, organized by NHIF
- Business skills
- Analytical skills
- Interpersonal skills
- Computer skills

Work Experience

2015-Date	<p>AIC Riverview Local Church Council as Chief Finance Advisor and preparation of Income and Expenditure, preparing five year development budget plan.</p> <p>Have achieved proper channels of receipting and paymenets by setting up financial procedures</p>
2014- DATE	<p>Citizen Institute of Professional Studies as part time lecturer and preparing annual financial statements.</p> <p>I have been able to equip learners with accounting skills, ready for market application</p>

2013-DATE

kajiado college of accountancy as part time lecturer
and financial advisor to the directors.

2012-TO DATE: Garlands Medical Centre Ltd

Responsibilities

- Administrative duties
- Daily sales reconciliation
- Bank reconciliation
- Trade payables and receivables reconciliations
- Credit controls
- Debts control
- Payroll preparation
- Advisor to the management on financial matters
- Preparation of Management Reports
- Preparation of financial statements and annual budgets
- Installation of Effective and Efficient Internal Controls

I have been in a position to reduce amount of debts by frequently following up claims' status, setting up internal control system by introducing cashless where Till numbers are used by our customers, reduced frauds that was there before, perpetrated by staff and supplies, by ensuring that all invoices and deliveries are checked, verified and stumped.

2011-2012:

compassion international, kenya

Responsibilities

- Recruitment of vulnerable children
- Home to home visitation and providing advice to the vulnerable families
- Receipting
- Monthly bank reconciliation
- Advisor to the committee on budget implementation
- Making payments to casual workers
- Internal auditing

I was able to create good relationship with parents, children, church and donors by standing firm with appropriate resource management. This was achieved by implementing financial procedures in the organization.

2012: Grace Hannah Girl's Secondary School as Mathematics and Business Studies Teacher.

2007-2010 St. Paul's Kandisi Junior Primary School as a Teacher and as a School Deputy Head-Teacher.

HOBBIES

- Socializing
- Reading
- Encouraging
- Debating

REFEREES

1. DR. Charles Githua Githinji
Director of Garlands Medical Centre
Cell. 0722785517
2. Pst Memia Gitau,
AIC Riverview Local Church Council,
Cell: 0710727368
3. Samson Bungei
SAFARICON HQ
Cell . 0724770671