

# ALEXANDER ODUOR ODHIAMBO

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## CURRICULUM VITAE

### Personal Information

Date of Birth : 15<sup>th</sup> September 1980  
Gender : Male  
Languages : English and Swahili  
Marital Status : Single  
Nationality : Kenyan



### Career Objective

To pursue a dynamic career as an Accountant, Financial Consultant, Tax Consultant, and Accounting Systems Developer and Administrator, where I can leverage my expertise in financial analysis, tax compliance, and system development to provide strategic solutions and drive operational efficiency for organizations.

### Education Background

| Period               | Qualifications                           | Institution                  | Achievement                    |
|----------------------|------------------------------------------|------------------------------|--------------------------------|
| 2001 Sep – 2006 June | Bachelor of Commerce (Accounting Option) | Kenyatta University          | Second-Class Lower Division    |
| 1996 Jan – 1999 Nov  | Kenya Certificate of Secondary Education | Ramba Secondary School       | Mean Grade: B (Plain)          |
| 1988 Jan – 1995 Nov  | Kenya Certificate of Primary Education   | New Eastleigh Primary School | Mean Grade: C+ (410/700 Marks) |

### Professional Qualifications

| Period               | Qualifications                                | Institution                                                   | Achievement                                                             |
|----------------------|-----------------------------------------------|---------------------------------------------------------------|-------------------------------------------------------------------------|
| 2002 June – Present  | Certified Public Accountant of Kenya (CPA-K)  | Kenya Accountants and Secretaries National Examinations Board | Passed CPA-K Part I<br>Passed CPA-K Part II;<br>Pursuing CPA-K Part III |
| 2015 June – 2015 Oct | Certificate of Proficiency in Insurance (COP) | College of Insurance                                          | Passed with credit score in COP-101 & COP-103                           |

## **Work Experience**

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### **A. Position: Founder and Principal Consultant**

**Company:** Alex Tax Consultants

**Period:** February 2024 – Present

#### **Responsibilities**

- **Client Tax Education:** Educating clients on their tax obligations and compliance requirements to promote timely and accurate adherence to tax laws.
- **Draft Tax Return Preparation:** Preparing draft tax returns for both businesses and individuals to support their tax filing process.
- **Tax Planning and Advisory:** Offering general tax planning and advisory support to help clients understand tax implications and improve financial outcomes.
- **Bookkeeping Support:** Supporting clients with bookkeeping and maintaining proper financial records for tax purposes.
- **KRA Digital Tools Support:** Assisting clients with the setup and user support for KRA digital tools such as iTax and eTIMS to facilitate tax processes.
- **ERP and Accounting Systems:** Implementing and configuring ERP and online accounting systems, including setting up VAT and withholding tax (WHT) modules tailored to client needs.
- **Payroll Processing and Statutory Compliance:** Overseeing payroll by accurately calculating net salaries, deductions, reliefs, and expenses—including NSSF and SHIF contributions, housing levy, NITA levy, and PAYE—while ensuring timely remittance of statutory payments.
- **Business Registration and Licensing:** Assisting clients with business registration processes including PIN registration, eTIMS registration, obtaining business permits, and professional licensing.

# Curriculum Vitae - Alexander Odhiambo

## B. Position: Audit Associate

**Company:** Obusubiri and Associates Certified Public Accountants

**Period:** April 2010 – Present

### Responsibilities:

1. **Audit Planning & Execution:** Leading audit engagements from planning to execution, including preparation of audit plans, risk assessments, and evaluation of internal controls.
2. **Financial Statement Review:** Reviewing financial statements to ensure compliance with relevant accounting standards and regulatory requirements.
3. **Client Relationship Management:** Building and maintaining strong relationships with clients, providing them with quality audit services and advice.
4. **Team Leadership & Supervision:** Supervising and mentoring junior staff, providing training on audit procedures, and ensuring high-quality work is delivered within set deadlines.
5. **Tax Compliance & Advisory:** Assisting clients with tax-related matters, including tax filing and compliance with statutory regulations.
6. **Internal Control Assessment:** Evaluating and advising clients on the effectiveness of internal controls and recommending improvements where necessary.
7. **Preparation of Audit Reports:** Drafting comprehensive audit reports, highlighting key findings and offering recommendations for improvements.
8. **Audit Documentation:** Ensuring proper documentation of audit procedures and maintaining working papers that support audit conclusions.
9. **Financial Analysis & Reporting:** Analyzing financial data to identify trends, anomalies, and potential areas of concern for clients.
10. **Advisory Services:** Providing clients with financial and business advice to improve financial performance and achieve business goals.

## Curriculum Vitae - Alexander Odhiambo

### C. Position: Accounts Payable Assistant

**Company:** G4S Security Services Limited, Nairobi, Kenya

**Period:** February 2009 – March 2010

#### **Responsibilities**

1. Processed and managed supplier invoices, ensuring timely payments.
2. Reconciled accounts payable transactions and resolved discrepancies.
3. Assisted in payment runs and maintained accurate records.
4. Supported month-end and year-end closing activities.
5. Contributed to improving accounts payable processes and suggested enhancements.

### D. Position: Accounts Receivables Clerk

**Company:** Falcon Signs, Nairobi, Kenya

**Period:** May 2007 – Feb 2008

#### **Responsibilities:**

1. Managed invoicing, tracked payments, and reconciled customer accounts.
2. Ensured timely collection and resolved billing discrepancies.
3. Generated aging reports and implemented collection strategies.
4. Assisted in financial statement preparation and improved cash flow.
5. Provided excellent customer service to resolve payment issues.

### E. Position: Audit Intern

**Company:** Erastus and Co. Audit Firm, Nairobi, Kenya

**Period:** January 2007 – May 2007

#### **Responsibilities:**

1. Assisted in audit preparations and execution for various clients.
2. Analyzed financial statements and identified discrepancies.
3. Supported testing of internal controls and risk assessments.
4. Prepared audit reports with actionable recommendations.
5. Conducted fieldwork and verified financial data with supporting documentation.

# Curriculum Vitae - Alexander Odhiambo

## Personal Skills

- **Financial & ICT Expertise:** Strong knowledge of audit, accounting, tax laws, financial analysis, and proficiency in Information and Communication Technology (ICT) tools and systems.
- **Attention to Detail:** Accurate in reviewing and processing financial data.
- **Problem-Solving:** Skilled in identifying and resolving financial issues.
- **Time Management:** Efficient in handling multiple tasks and meeting deadlines.
- **Communication:** Clear in presenting financial information and client interactions.
- **Adaptability:** Quick to learn and adjust to new systems and regulations.
- **Confidentiality:** Trustworthy with sensitive information.

## Hobbies and Interests

- **Reading:** Enjoy staying informed on finance, business, and personal development topics.
- **Traveling:** Love exploring new places and cultures for personal growth.
- **Fitness:** Regularly engage in physical activities to maintain a healthy lifestyle.
- **Volunteering:** Passionate about giving back to the community through various initiatives.
- **Networking:** Enjoy attending social and professional events to build meaningful connections.

## Referees

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| <b>Mr. James Ndunda</b><br>Director at Grid Consortium Ltd<br>P.O. Box 2982-00200, Nairobi, Kenya<br>Telephone: 0720060037, 0720350783<br>Email: <a href="mailto:itsndunda@gmail.com">itsndunda@gmail.com</a>           | <b>Mr. Moses Obusubiri Mitigoa</b><br>Managing Partner at Obusubiri Audit Firm<br>P.O. Box 55268-00200, Nairobi, Kenya<br>Telephone No: +254 712 238764<br>Email: <a href="mailto:obusubiriandassociates@gmail.com">obusubiriandassociates@gmail.com</a> |
| <b>Mr. Benard Omondi Luta</b><br>Audit Partner at Obusubiri Audit Firm<br>P.O. Box 55268-00200, Nairobi, Kenya<br>Telephone No: +254 723676878<br>Email: <a href="mailto:lutabenard@yahoo.com">lutabenard@yahoo.com</a> |                                                                                                                                                                                                                                                          |