

## **CURRICULUM VITAE: GIDEON MWANGI**

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**Languages:** Proficient in English & Kiswahili

### **PERSONAL PROFILE**

I'm a highly motivated and results-oriented graduate from Dedan Kimathi University of Technology, holding a Second-Class Upper Division Bachelor's degree in Business Administration (Accounting and Finance option). I possess a strong foundation in financial analysis, accounting principles, and data interpretation, complemented by practical experience in financial management and auditing. My academic background and professional internships have equipped me with strong analytical, communication, and interpersonal skills, making me versed at building rapport and providing excellent client service. I am eager to leverage my financial skills and dedication to client satisfaction to excel as a Relationship Officer in personal banking.

### **CAREER OBJECTIVE**

To contribute to a dynamic financial institution by applying my comprehensive understanding of financial principles, exceptional interpersonal skills, and innovative problem-solving abilities to build lasting client relationships and drive business growth as a Relationship Officer. I am committed to continuous professional development and being a valuable part of a team that values integrity, collaboration, and outstanding performance.

### **EDUCATION**

**2021 – 2024** | Bachelor Degree in Business Administration (Accounting and Finance option) Dedan Kimathi University of Technology

Graduated December 2024

**2017 – 2020** | Naivasha High School - KCSE

**2009 – 2016** | Nyondia Primary School - KCPE

### **PROFESSIONAL MEMBERSHIP**

I'm active member of the CPA Society. I engage in continuous professional development and networking to stay current with industry standards and practices. I am currently pursuing my CPA 3 (intermediate level), with exams scheduled for August 2025, demonstrating my commitment to advanced financial expertise.

### **WORK EXPERIENCE**

**January 2024 – Present** | Audit Intern, KKCO East Africa LLP

- Verified the accuracy of accounts payable by comparing invoices against purchase orders and receiving reports, contributing to enhanced financial integrity.
- Reconciled bank statements with company records to ensure 100% alignment and identify discrepancies promptly.
- Conducted precise inventory counts, aligning physical stock with company records and identifying variances to optimize resource management.
- Reviewed expense reports for adherence to company policies, ensuring compliance and reducing potential liabilities.
- Assisted in the preparation of lead schedules for financial statement accounts, contributing to efficient audit processes.
- Contributed to contract reviews, identifying key financial terms and potential risks.
- Utilized audit software to perform comprehensive data analysis, uncovering insights and supporting audit conclusions.

#### **October 2023 – December 2023 | Accounting and Finance Attaché, Eldoret Quarry Limited**

- Managed all financial transactions, including accounts payable and receivable, ensuring 98% accuracy and strict compliance with company policies.
- Prepared and analyzed comprehensive financial statements, budgets, and forecasts, providing actionable insights that supported strategic decision-making.
- Conducted cost accounting and inventory management for quarry materials and equipment, resulting in optimized resource allocation and a 5% reduction in operational costs.
- Implemented internal controls that significantly enhanced financial reporting accuracy and safeguarded company assets.
- Coordinated continuously with external auditors for financial audits, ensuring timely and accurate documentation and full adherence to regulatory requirements.
- Developed and maintained insightful financial reports and dashboards, offering clear and concise data-driven recommendations on the quarry's financial performance.

#### **MAJOR ACHIEVEMENTS**

- Enhanced client financial accuracy through account reconciliations and discrepancy identification.
- Improved internal controls for the employer, safeguarding assets and ensuring robust financial reporting.
- Streamlined audit processes, facilitating timely reviews and ensuring regulatory compliance for client engagements.
- Provided critical financial insights to management, supporting data-driven strategic decisions.

## **OTHER RELEVANT EXPERIENCES**

- Student Leadership: Demonstrated leadership excellence as the Missions Coordinator for the Christian Union in high school, coordinating events and fostering teamwork.

## **PROFESSIONAL SKILLS**

- Financial Software Proficiency: Microsoft Office Suite (Word, Excel, Access, PowerPoint).
- Financial Analysis & Reporting: Strong knowledge of corporate and personal taxation, financial statement preparation, ratio analysis, budgeting, forecasting.
- Data Analysis: Proficient in analyzing complex financial data to extract actionable insights.
- Audit & Compliance: Experience in internal controls, regulatory adherence, and audit coordination.
- Expertise in preparing and filing comprehensive company tax returns with the Kenya Revenue Authority (KRA), ensuring timely compliance.

## **PERSONAL SKILLS**

- Exceptional Interpersonal & Communication Skills: Proven ability to build rapport and articulate complex information clearly.
- Strong Time Management & Prioritization: Managed multiple tasks efficiently to meet deadlines.
- Leadership & Organizational skills: Demonstrated ability to lead and organize initiatives effectively.
- Problem-Solving: Proven capacity to identify issues and implement effective solutions.
- Team Player: Collaborates effectively within a team environment to achieve shared objectives.

## **REFFEREES**

Name: Gloria Mwende

Position: Accounting and Finance officer

Organization: Eldoret Quarry Ltd

Mobile Number: +254 723654746

Name: Clement Kimaiyo

Position: Audit Senior

Organization: KKCO East Africa LLP.

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