

AMANA JILL MMOCHI

Accountant



Contact

- +254703857120
 amanajill2@gmail.com
 Kakamega, Kenya

Education

- KASNEB Qualification
Certificate
1 September 2025
- Certified Public Accountant (CPA)
Kenya Accountants & Secretaries
National Examinations Board(KASNEB)
August 2025
September 2025
Registration Number :NAC/366052
Exemption Application
Number:EX0051002
CPA Foundation Level(Section 1 &2)
- Bachelor of Commerce (Finance)
Degree
KCA University
July 4, 2025
● Amplify Your Critical Thinking With Generative AI
Certificate
National Association of State Boards of Accountancy(NASBA)
April 16, 2025
- How to Speak Smarter When Put on the Spot
Certificate
LinkedIn Learning
April 11, 2025
- Setting a Vision
Certificate
LinkedIn Learning
April 09, 2025
- How to Sell on Value,Not Price
Certificate
LinkedIn Learning
April 08, 2025

I am a results-driven Bachelor of Commerce (Finance) graduate from KCA University (July 2025), with a solid foundation in financial analysis, tax compliance, audit procedures, and risk management. My professional journey spans structured audit engagements at Grohney & Co. Associates—where I conducted financial statement analysis, audit testing, and tax filings—and my current role at King'oina-Obuya Advocates, where I successfully led the full implementation of an accounting system for a previously non-compliant legal practice. These experiences have sharpened my attention to detail, deepened my regulatory expertise, and demonstrated my ability to bridge gaps across audit and tax functions to ensure seamless, cross-functional collaboration.

Experience

IEBC) – Malava Constituency MP By-Election Deputy Presiding Officer

2025

- Served as a Deputy Presiding Officer during the 2025 Malava MP by-election, supporting the Presiding Officer in administering polling station operations in strict compliance with statutory and regulatory requirements.
- Responsibilities included verification and reconciliation of electoral materials, accurate documentation and record-keeping, vote counting and validation, completion of statutory forms, and maintenance of strong internal controls to safeguard the integrity and accuracy of election results.

King'oina-Obuya Advocates, Law Firm, Nairobi Intern

February 2025 - Present

- Spearheaded the creation and implementation of a tailored accounting system for the firm, which previously operated without structured financial processes.
- Established financial policies, procedures, and a cost-effective accounting framework in collaboration with management, significantly improving operational efficiency and reporting accuracy.
- Managed bookkeeping, reconciliations, and financial records, ensuring compliance and precision across all financial documentation.
- Designed and executed a structured petty cash system, including a formal policy, standardized vouchers, and an audit-ready replenishment process – leading to improved financial accountability and reduced discrepancies.

Education

● Driving Your Own Engagement at Work

Certificate

LinkedIn Learning

April 08, 2025

● Nano Tips for Adding Value to Your Organization with Eliana Goldstein

Certificate

LinkedIn Learning

April 08, 2025

● Developing a Learning Mindset in the Age of AI

Certificate

LinkedIn Learning

March 14,2025

● The Future of AI for Finance and Accounting

Certificate

LinkedIn Learning

March 14,2025

● ALX AiCE-AI Career Essentials

Certificate

ALX

July 08,2024-August 27,2024

● KCSE

B Plain

Lugulu Girls' National School-
Webuye,Kenya

2016 - 2019

● KCPE

397/500 (A-)

Lugulu Mixed Boarding and Day
Primary School-Webuye Kenya

2006 - 2015

Technical & Financial Skills

- Taxation & Regulatory Compliance Accounting
- Systems & Process Improvement Financial
- Management & Reporting Cash Flow & Expense
- Management Data Analysis & Financial Modeling
- Strategic Financial Planning Audit Procedures &
- Compliance Audits Financial Process
- Optimization Use of Accounting Software (e.g., QuickBooks, Excel, customized systems)
- Budgeting & Petty Cash Management Systems

Professional Traits & Soft Skills

- Attention to Detail
- Adaptability and Innovation
- Remote Work Proficiency
- Strategic Goal Setting & Vision Planning (LinkedIn Learning: Setting a Vision)
- Critical Thinking & Decision Making (LinkedIn Learning: Amplify Critical Thinking with AI)

● Grohney and Co. Associates, Audit,Tax & Consulting Firm Nairobi Attaché

May 2024-September 2024

Financial Analysis: Conducted detailed financial statement analysis, identifying variances and discrepancies to support decision-making and ensure accuracy in financial reporting.

Auditing Procedures: Performed comprehensive audits, including examining financial records, testing controls, and assessing the accuracy of accounts to ensure compliance with regulatory standards.

Tax Compliance: Assisted with tax preparation, filing, and ensuring compliance with local tax laws and regulations, helping clients manage their tax liabilities efficiently.

Documentation and Reporting: Prepared audit reports, documented findings, and maintained accurate records of financial assessments, ensuring clarity and thoroughness for stakeholders.

Compliance and Regulatory Adherence: Ensured strict adherence to financial regulations, accounting standards, and audit protocols, maintaining integrity and accuracy in all financial reporting processes.

Collaboration: Worked closely with senior auditors and cross-functional teams to gather financial data, discuss findings, and deliver actionable insights for improving business operations.

Attention to Detail: Demonstrated meticulous attention to detail in reviewing financial statements, ensuring precision in data analysis, and maintaining comprehensive audit documentation.

Use of Technology: Leveraged accounting software and audit tools to streamline data analysis, financial reporting, and audit processes, enhancing efficiency in financial evaluations.

● Kenya General Election

● Returning Officer

August 2022

- Voter Assistance: Assisted voters with the polling process, ensuring a smooth and orderly experience.
- Record Keeping: Accurately recorded voter information and maintained meticulous records of ballots and voting activities.
- Compliance and Security: Ensured adherence to electoral regulations and maintained the integrity and security of the voting process.
- Collaboration: Worked collaboratively with election officials and other clerks to facilitate an efficient and transparent election day operation.

● Freelance

● Content Specialist

January 2021-March 2022

- Content Writing: Developed engaging and well-researched online content for various clients across different industries, meeting specified guidelines and deadlines.
- Proofreading: Ensured high-quality deliverables by meticulously proofreading and editing content to enhance clarity, coherence, and grammatical accuracy.
- Translation: Translated documents and texts between English and Swahili, maintaining the original meaning and cultural context.
- Remote Collaboration: Successfully managed multiple projects on online platforms such as Verbit and Upwork, demonstrating strong time management and communication skills.

● Verbit,Upwork

● Translation

December 2019- December 2020

- Translated English texts into Swahili, ensuring accuracy and cultural relevance in written form.
- Delivered high-quality translations for various content types, maintaining the original message's integrity and tone.
- Recorded and produced videos of Swahili texts for Professor Leonard Muaka.
- Provided clear and engaging narration, enhancing the learning experience for the audience.

Awards/Achievements

ALX AICE-AI Career Essentials

28 August 2024

Programme Duration-8 weeks

Completed the ALX AI Career Essentials course which helped me to develop key professional and technical skills using AI technology that would be essential in my career progression to succeed in today's digital workplace.

Lugulu Girls' National School

Senior Environment Captain

Recognized for leadership and commitment to environmental initiatives.

Lugulu Girls' National School

Mentorship and Leadership Training Attendance

January 26-27 2019

Raise Your Game Student Leaders and Prefects Summit
Completed a mentorship and leadership training program, focusing on;
-Why leadership exists
-The magic of teamwork
-How to win people
-The art of balancing leadership, education, family and personal changes

Lugulu Mixed Boarding and Day Primary School

Academic Director/Student Representative

Served as Academic Director and Student Representative, demonstrating leadership and advocacy for student interests in 2015.

AI, Digital & Analytical Proficiency

- Data Analysis and Problem-Solving (ALX AICE, Infogram, Excel)
- AI for Finance and Accounting (LinkedIn Learning)
- Prompt Engineering & Workflow Automation
- Website & Dashboard Creation (Canva, Wix, Infogram)
- Google Workspace Suite
- Microsoft Windows Tools (Word, Excel, PowerPoint, Access, Outlook)

Communication & Interpersonal Skills

- Client Communication and Service
- Proficiency in English and Kiswahili Languages
- Public Speaking & Presentation (LinkedIn Learning: How to Speak Smarter When Put on the Spot)
- Team Collaboration & Cross-functional Training
- Leadership and Peer Mentorship
- Voter Assistance & Civic Engagement (Kenya Elections Clerk Role)

Trainings and Workshops

IEBC

Training of presiding and Deputy Presiding Officers

November 21, 2025

Uni Athena

Live Session: MBA in Business Intelligence & Data Analytics

June 10,2025

Attended an in-depth session on the MBA program in Business Intelligence and Data Analytics offered by Uni Athena in collaboration with GMU (Italy), CIQ (UK), and CMI.

RWK Africa

Webinar: Understanding eTIMS (Electronic Tax Invoice Management System)

May 23, 2025

Participated in an in-depth session on Kenya's electronic tax invoicing system (eTIMS), covering transition from manual systems to digital invoicing.

Ft.Jason Thurman| Venue;Online

Sales Strategy Workshop

May 21,2025

Gained practical insights into value-based selling, CRM usage, and structured prospecting strategies tailored for service-based businesses.

ImpactHER Africa & Deloitte East Africa

Finance & Technology Workshop

May 15, 2025

Participated in a high-impact workshop focused on empowering women-led enterprises through finance and technology.

RWK Africa Webinar

Finance Bill 2025 Analysis

9th May 2025

Participated in a high-impact webinar organized by RWK Africa that offered a deep dive into the proposed Kenya Finance Bill 2025.

Centonomy Ltd

Centonomy Money Matters Trial Course

April 26, 2025

Completed an intensive personal finance program focused on building financial discipline, strategic investment planning, and long-term wealth management.

Thika Technical Training Institute (Hosted by RWK Africa)

Skill Up Mentorship Programme

April 25, 2025

Participated in a hands-on mentorship program focused on practical business skills, financial literacy, and SME financial empowerment.

Language

English

Swahili

Reference

- Daniel Nambwa
HOI Matete Comprehensive
Malava
Tel:0724616961

- Patrick Amollo
Accountant
Nairobi
Tel: 0712737798
Email: patricknduko@gmail.com