



***Carrying out audit assignments including;***

- ◆ *Participating in developing annual audit plans outlining the risks in a specific unit.*
- ◆ *Examining and evaluating effectiveness and efficiency of the internal control systems and thereafter coming up with an audit recommendation on improving and strengthening the controls.*
- ◆ *Test checking financial and administrative documents to ensure completeness and compliance with university policies and procedures.*
- ◆ *Preparing audit working papers and discussing the findings, recommendations and action plans with the auditees.*
- ◆ *Assist in verifying expenditure and that all payments comply to regulations.*
- ◆ *Assist in safeguarding university assets by verifying their registers.*

**Oct 2004 – April 2012      (8YRS)      A.F.C.O Ltd Nairobi Kenya**

(Armed forces Canteen organization, the official trading organization of armed forces in Kenya with over forty (40) supermarkets country wide located in military camps)

***POSITION***      **Accounts Assistant-payables** (reporting to Financial Accountant)

***Responsibilities***

- ◆ Posting of documents in their respective journals (purchases day book & returns day book.)
- ◆ Ensuring timely and prompt payment of suppliers.
- ◆ Preparing Payment Vouchers giving clear codes as per the agreed format.

- ◆ Payment process: Matching LPOs to invoices, prior examination before approval and ensuring they are approved by the relevant people subject to approval limits.
- ◆ Maintaining creditor's personal accounts.
- ◆ Reconciliation of individual creditors balances to specific statement of account and follow up on matters arising thereon.
- ◆ Maintaining monthly control account.
- ◆ Maintaining an accurate and up to date filing system for accounting records.
- ◆ Provide necessary support during interim and final audit process.
- ◆ Participation in stock taking on quarterly basis.

### ***Communication skills***

*Writing correspondences to merchants on issues affecting their accounts*

### ***PERSONAL ATTRIBUTES***

- Results oriented & a high achiever
- High level of integrity & honesty
- Skillful interpersonal relationships
- Good communication skills

### **ACHIEVEMENTS**

I was among a team participated in the implementation  
Of ERP (Enterprise resource planning)

***REFEREES***

ROBERT N. NDUNGU  
HEAD OF CREDITORS ACCOUNTS  
P.O BOX 42015  
AFCO  
NAIROBI  
CELL: 0721820379

BEATRICE NJERI  
UNIVERSITY OF NAIROBI  
P O BOX 29311-00625  
NAIROBI.  
CELL: 0721558523

STEPHEN KIMELI  
UNIVERSITY OF NAIROBI  
P.O BOX 4119-20100  
NAKURU  
CELL: 0720548681