

CURRICULUM VITAE

GIDEON KIBET LANGAT

P.O Box 722-20400, SOTIK, Kenya

TELEPHONE NO: +254 711242870, E-mail: giddikibe@gmail.com

A: Personal Profile.

NATIONALITY: Kenyan.

PLACE OF RESIDENCE: Nairobi.

B: Career Objective.

To secure a position in a growth oriented organization where I can optimally utilize my professional skills and strong educational background while gaining relevant training.

C: Core Competencies.

- Good interpersonal and organizational skills.
- Quick learner and easy to train.
- Can work effectively under minimal supervision, independently and as a team.
- Proficiency in written and spoken English and Kiswahili language.

D: Preferred Areas of Working.

- Accounts/Finance.
- Auditing.

E: EXPERIENCE

2016 MAY. - TO DATE, University of Nairobi, CESSP.

Position: Audit Assistant

Duties and responsibilities:

- Execute audit assistant functions to check the accuracy of accounting systems and procedures.
- Auditing and assisting in the assessment of internal controls, testing and recommending improvements.
- Verification of Vouchers to ensure they fall within the laid down rules and regulations.
- Ascertain that transactions have been made in accordance with the regulations and their accuracy and propriety.
- Prepare and maintain the internal audit working paper files for future reference.

- Providing necessary support to the external auditors during their audit fieldwork to avoid wastage of time and delay in the process.
- Reviewing management systems and programs and making recommendation for improvement.
- Constant carrying out of risk assessment for the university.
- Checking compliance with regulations, agreements, policies and directives.
- Reviewing and strengthening of internal controls through routine audits and evaluations of procedures.
- Verify the correct payment is made to the direct service providers especially the lecturers and other service providers.
- Utilization of firm's resources according to its financial guidelines.
- Check and verify accounting books and records are in conformity with industry practices and corporate policies.
- Ensure compliance of regulatory guidelines and generally accepted auditing standards.
- Provide recommendations for improved controls and enhanced business efficiency.
- Making sure constant detecting incidents of fraud and its prevention measures.
- Preparations of Audit reports for management review.

2014 JAN – 2015 DEC: Quantum Synergy Limited, Nairobi.

Position: Accounts Assistant.

Duties and responsibilities:

- Issuing of ETR to customers against all the receipts and approved invoices.
- Verification of Vouchers to ensure they fall within the laid down rules and regulations.
- Balancing of petty cash general ledger and reimbursement of petty cash.
- Disbursement of various loans to individuals and members of savings accounts.
- Raising of payment vouchers and informing suppliers when their cheques are ready for collection.
- Posting of refunds and withdrawals to ensure right amount are refunded to clients.
- Performing audit follow-up on the status on implementation of internal Audit recommendations.
- Verifying the accuracy of the invoices before receiving money from the clients.
- Filing of related documents of the debtor management.
- Raising cheques to suppliers and obtaining copies of their ID before releasing payments to them.
- Developing risk and compliance management strategies and work plans.
- Confirming of petty cash whether properly supported before payment
- Data collections and Processing for research study.
- Analyzing the collected data to get the accurate and require data for research.
- Formulating hypothesis from the data collected and disseminating to relevance authorities for decision making

2012 May – 2012 DEC: Kenya Utalii College.

Position: Accounts Intern.

- Sorting and filing of documents so as to safe guards the document and for easy access and references
- Raising of payment vouchers for internal and external payments as per the internal control
- Preparation and issuing of cheques for payment to suppliers and other creditors to the organization in accordance with the credit terms.
- Regularly reconciling creditor's accounts so as to correct any discrepancies whether due to omission or commission error
- Regularly doing the creditors and debtor's reconciliation to bring the accounts updated
- Preparation of periodic Bank reconciliation statements for various banks accounts
- Processing of staff salaries and statutory deductions and submitting the statutory returns, NHIF, NSSF and PAYE.
- Updating the asset register on regular basis on acquisition and disposals
- Preparation of the returns as per the KRA regulation on or before the deadline while maintaining the report for reference purposes.
- Posting Journal Vouchers to General Ledger on regularly basis to updated the accounts.
- In charge and responsible for the Petty cash accounts and also reconciliation before handing over to the management
- Preparation and handling debtors and creditors general matters in relation to their accounts a per the organization requirement

F: Education Background.

SEPT 2011-DEC 2012:	KCA University Bachelor of Commerce (Finance Option) [2 nd Class Honors –Upper Division]
MAY 2009 – DE 2010:	KCA University Diploma in Business Management [Credit]
2005 - 2008:	Musingu High School: Kenya Certificate of Secondary Education Mean Grade C Plain
1995 – 2004	Chepkosiom Primary School, KCPE

G: Professional Qualification.

Certified Public Accountant.
CPA SEC 6 - 2019

H: ACHIEVEMENTS

Awarded certificate of recognition for an exemplary performance at KCA University in diploma in business management.

J: Other Skills.

- SAGE System.
- SMIS System.
- Advance System
- Document Tracker

I: Referees.

1. CPA Cornelius K. Ng'etich
Finance and Commercial Manager
P.O Box 47840-00100 Nairobi.
Tel: +254 725 298 671
Email: Cornelius_ngetich@yahoo.com

2. Gideon Chepkwony
Finance Manager,
Adrian Group Centre,
P.O BOX 9808-00100, Nairobi
Tel: +254 721 698 227
Email: Gideonchepkwony@gmail.com

3. Hannah Ndungu
Head Internal Audit, University Of Nairobi, CESSP
P.O BOX 30197- 00100, Nairobi,
Tel; 0722 325 913, Email; hannahnyams@gmail.com