

RICULUM VITAE

GEORGE GICHANE GUTHAIYA

P.O. BOX 34852

NAIROBI.

EMAIL: guthaiyageorge@yahoo.com/gichane@uonbi.ac.ke

CAREER ASPIRATION : Career Development Accounting Bias

A. PERSONAL DATA.

- **Date of Birth** : 24th February 1977
- **Marital status** : Married
- **Sex** : Male
- **Citizenship** : Kenyan
- **Religion** : Christian
- **Languages** : English/ Kiswahili

B. EDUCATIONAL BACKGROUND

- ❖ **2012** : University of Nairobi (currently pursuing MBA).
- ❖ **2004-2008** : University of Nairobi - Bachelor of Commerce (Finance Option)
Second Class (Upper Division).
- ❖ **July 2000-2003** : Vision Institute of Professionals

Areas covered : **CPA Part II Section 3 & 4**

CPA Part I Sections 1 & 2

K.A.T.C. I & II

- **Computer Packages:** Ms Word, Ms Excel, Windows, Sage, and Ms Access
- ❖ **1993-1996:** Parklands Boys Secondary School - K.C.S.E.
- ❖ **1985-1992:** Harambee Primary School - K.C.P.E.
- **Other Courses :** Driving

- 2000 to Date : Assistant Internal Auditor - University of Nairobi
(Permanent Employment)

Duties

- Responsible for preparing timely, detailed, accurate observations and reports.
- Assist in the planning phase on assigned segments of work.
- Responsible for directing small audit assignment and providing reports thereon.
- Review internal control systems and report any weaknesses.
- Report on systems and procedures in terms of economy and effectiveness.
- Undertake special audit investigation and report findings.
- Review internal controls on revenue collection and accountings.
- Ensure university plant and equipment, supplies, stores are appropriately recorded in the relevant registers and are maintained and kept safely.
- Verification of expenditure returns.
- Participate in end of year stocktaking and board of survey.
- Payroll audit.
- Checking of bank reconciliations.
- Execute detailed audit procedures, including reviewing transactions, documents, records, reports and policies and procedures for accuracy and effectiveness.
- Prepare working papers, which record and summarize audit procedures performed.
- Develop recommendations for corrective action/ improvement.
- Provide assistance to external auditors as requested.
- Carry out any other duties as may be assigned.

- ❖ **April 2002 – 2005:** University of Nairobi Finance Department (**Contract**)
(**Students Finance Section**)

DESIGNATION : Accounts Assistant

Duties

- Processing of Student's Claims i.e. excess fees refunds
- Invoicing students balances
- Reconciliation of Fees Statements.
- Preparation of Monthly Cash Flow Statements.
- Maintenance of Fees Records i.e. Fee Records.
- Preparation of Cheque Payment Vouchers.
- Preparation of Monthly Trial Balance and Bank Reconciliation Statements.

HOBBIES: Swimming, watching movies, reading magazines and playing scrabble.

E. PERTINENT

- Availability : Immediately
- Salary : Negotiable

F. REFEREES

1. Mr. Peter Ngugi Muriakiara

Senior Accountant,

University of Nairobi

2. Mr. Anson Muya

Director,

Vision Institute of Professionals

P.O. Box 27651

Nairobi.

Tel: 243117

Fax: 247108

3. Mr. Michael Chirchir

Director of Studies,

Vision Institute of Professionals

P.O. Box 27651

Nairobi.

Tel: 243117

Fax: 247108