

CURRICULUM VITAE

GEORGE MURIITHI GITHINJI

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Personal Profile

Title; Internal Auditor

Specialization: Finance

Date of Birth: 25th December 1966

Marital Status: Married

Nationality: Kenyan

A reliable and considerate person with a wealth of experience and practical skills in auditing, accounting and management

Career Objectives

To assist and inspire individuals, groups and organizations towards self concept, economic growth and empowerment

Academic Qualifications

<u>Date/year</u>	<u>Institution</u>	<u>Qualification</u>
September <u>2012</u>	KCA University	B.Com (finance <u>option on going</u>)
1983- 1986	Nakuru High School	KCE Div 3, (34points) technical stream, majored in automotive <u>applications</u>
1975- 1982	Gatwe Primary School	CPE pass 34 point

Professional qualifications

<u>Year</u>	<u>Institution</u>	<u>Qualification</u>
December 2004	Vision Institute of professionals	Pass CPA (K)
1999	Strathmore College	Pass CPA, part II
1989	Strathmore College	Pass CPA part I
1987	Universal College	Pass ACNC stage I&II

Work Experience

February 2010 to date Internal Auditor College of Architecture and Engineering (CAE).

Responsibilities

- To identify internal control weaknesses, areas of risk and wastage or non- adherence to regulations
- Assist in planning and execution of audit in the college
- Systems audit reviews

November 2006 to December 2007

- Acting appointment college internal auditor- College of Agriculture and Veterinary Sciences (CAVS)

September 2001to June 2004 Audit Assistant CAE

- Verification of income and expenditure returns
- Preparation of audit papers
- Undertake special audit investigations and report finding

June 1989to (1992- 2001) account clerk/assistant Finance Department UON

Responsibilities

- Expenditure sections- in-charge of advances
 - Capital section- in charge of motor vehicles and insurance claims
 - Examination Section- review of expenditure returns and payments
 - Salaries and wages section – in charge of payroll three and statutory deductions.
 - Student finance – in charge of postgraduate research allowances and stipend payments
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Other Skills

- 2002 U.O.N Institute of Nuclear Science training on use of Microsoft Office Packages
- Uses of audit tool IDEA (integrated data extraction analysis tool facilitated through KPMG Audit Firm)

Training and Workshops attended since 2007

S/n	Description	Date	Venue	Sponsor/ Facilitator
12	Enterprise Risk Management <u>Objectives.</u> <ul style="list-style-type: none"> • Appreciate the business value of risk management. • Understand Enterprise wide risk management (COSO frame work). • Effectively implement risk management strategy. • Identify and exploit the positive elements of risk. 	May 17 th - 18 th , 2012	CCU?UON	UON
11	Fraud Risk Management	April 6 th - 7 th 2011	CCU/UON	UON(ABS)
10	Conducting an effective Audit <u>Training objectives</u> <ul style="list-style-type: none"> • Plan an audit assignment. • Execute an audit assignment • Write effective report. 	May 26, 2010	CCU?UON	UON(Ramses Consultants)
9	Training on Information Security, Governance and Audit	23 rd July, 2009	Central Catering Unit (CCU)	UON(Audit Dept)/K-Ninety E.A Ltd.
8	Training on World Bank Financial and Procurement Guidelines and Procedures	8 th -9 th July 2009	Hilton Hotel, Nairobi	World Bank /Asareca
7	Team Building Course	14 th -15 th May 2009	Lukenya Getway	U.O.N (Audit Dept.)/ Bluesky

			Resort	Adventures
6	SMIS Training Workshop	5 th November 2007	Chiromo Campus	UON / SMIS Stakeholders Committee
5	Training on Public Procurement for Tender and Procurement Committee Members	28 th May 2007	Kenya College of Accountancy (CPA Centre) Ruaraka	UON/GOK
4	Training on New Accounting System (Financial Information Management System-FIMS)	17 th -18 th May,2007	I.C.T Corporate Training Laboratory	UON
3	Management Seminar on Results-Base Management (RRI)	10 th May,2007	Utalii College Ruaraka	GOK/UON
2	Implementation of ISO 9000 Standards Seminar	6 th -8 th March, 2007	J.K.M.L	UON/KEBS
1	Training/Workshop of Finance and Procurement Staff on Performance Contract (PC) and their Implementation in the Public Sector.	6 th -9 th February, 2007	Kisumu Hotel, Kisumu	UON/GOK