

CURRICULUM VITAE

HANNAH NYAMBURA NDUNGU

P.O. BOX 721- 00621 NAIROBI, KENYA.

TELEPHONE: 0722325913 EMAIL: nyamburandungu@yahoo.com

GENDER: FEMALE

MARITAL STATUS: MARRIED WITH THREE CHILDREN

RELIGION:CHRISTIAN

LANGUAGES: ENGLISH, KISWAHILI, KIKUYU.

CAREER OBJECTIVE

To advance my career by working for an organization that will effectively challenge me and make use of my experience and skills with a view of achieving the organization's mission and vision.

EDUCATION

2011 -2013 UNIVERSITY OF NAIROBI

- Masters in Science (MSC), Finance)

2003-2005 THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

- Bachelor of Commerce, Finance Option.

1992-1995 KAMBUI GIRLS HIGH SCHOOL

- Kenya Certificate of Secondary Education (KCSE)

PROFESSIONAL QUALIFICATIONS

2008 January: Certified Internal Auditor (CIA) Part two

2007 November: Accreditation In Quality Assessment/Validation

2007 June: Certified Information System Auditor (CISA)

2002 December: Certified Public Accountant Kenya (CPAK)

OTHER CERTIFICATIONS

2014 KENYA BUREAU OF STANDARDS

- Lead Auditor

2013 PUBLIC PROCUREMENT OVERSIGHT AUTHORITY

- Training on Public Procurement

2012 KENYA BUREAU OF STANDARDS

- Internal Quality Auditor

2011 ETHICS AND ANTI CORRUPTION COMMISSION

- Integrity Assurance Officer (IAO)
- Integrity Testing Programme (ITP) Officer

COMPUTER SOFTWARE SKILLS

Auditing Tool:	IDEA and ACL software
ERP system :	Sage ACCPAC, Navision, SMIS,HRMIS
Accounting packages:	Quick book
Spread sheets:	MS-Excel
Word processing:	Word perfect, Micro Soft Word
Communication:	E-Mail, Twitter, Face book , Instagram
Presentation:	Power point

EXPERIENCE

UNIVERSITY OF NAIROBI

Deputy Director Internal Audit

June 2018 – To Date

- Formulating Risk based Audit Plan and ensuring implementation.
- Documentation of Audit Programs and Audit Procedures.
- Carrying out systems control audits through computerized systems.
- Prepare timely audit reports to management for informed decision making.
- Present Quarterly Audit Reports concerning activities audited to the Management and Audit committee.
- Evaluating the effectiveness of internal controls system in the University.
- Carrying out risk assessment, risk rating and updating of Risk Register.
- Development of Risk Management Framework.
- Ensuring compliance of Financial Statements with the International Finance Reporting Standards (IFRS), International Standards on Auditing (ISA) policies, procedures, guidelines and professional ethics.
- Facilitating the development of a strong Internal Audit team through continuous training.
- Carrying out staff performance appraisal within the unit.
- Facilitate the Audit and Risk Committee meetings on a quarterly basis through preparation of Agenda document.
- Carry out investigation on any suspected fraudulent activities within the University.
- Carry out follow-ups and report on issues raised in the Management Letter by KENAO on completion of external audit.
- Undertake follow ups audits on completed engagements to evaluate whether plans and actions taken to correct previously reported issues are adequate.
- Carry out advisory and consultancy services with the objective of adding value in the development or modification of processes, procedures and controls to minimize risk and achieve objectives.
- Perform any other duties as may be assigned by the Director Audit.

**UNIVERSITY OF NAIROBI-
CENTRE FOR SELF SPONSORED PROGRAMME (CESSP)**

Deputy Chief Internal Auditor

March, 2015 – June 2018

- Managing the Internal Audit function at the Centre For Self Sponsored Program (CESSP).
- Formulating and implement Annual Audit Plan.
- Development and execute Audit Programs on the scheduled audits.
- Carrying out systems control audit through computerized systems.
- Present Quarterly Audit Reports concerning activities audited to the Management and Audit committee.
- Evaluating the effectiveness of internal controls in the organization so as to streamline Internal Control.
- Assist in risk assessment and development of Risk Register.
- Development of Risk Management Framework.
- Ensuring compliance of Financial Statements with IFRS and ISA policies, procedures, guidelines and professional ethics.
- Facilitating the development of a strong Internal Audit team through training.
- Carrying out staff performance appraisal within the unit.
- Reporting on Corruption Eradication as per the Performance Contract.
- Perform any other duties as may be assigned by the Director and Chief Internal Auditor.

UNIVERSITY OF NAIROBI ENTERPRISE & SERVICES LTD

November, 2010 – to February, 2015

Head Internal Audit

- Managing the Internal Audit function.
- Facilitating the Audit Committee meetings through the Managing Director and provides the committee with a secretariat.
- Formulate Annual Audit Plan in consultation with the Managing Director and Chairman Audit Committee.

- Implement the annual audit plan and any other special tasks assigned by the Managing Director and Audit Committee.
- Present Quarterly Audit Reports or as the case may define concerning activities audited to the Management and Audit committee.
- Evaluating the effectiveness of Internal Controls in the organization so as to stream line Internal Control and Risk Management Framework.
- Facilitating the development of a strong Internal Audit team through training.
- Facilitating the conduct of audit by the external auditors-Kenya National Audit Office and following up on the recommendations made.
- Development and execution of audit programs on the scheduled audits.
- Carrying out systems control audit through computerized systems as per the documented procedures.
- Carrying out staff performance appraisal within the unit.
- Recommending effective cost reduction strategies for adoption by the Company.
- Provide liaison between risk owners/senior management and the Board.
- Perform any other duties as may be directed by the Managing Director.

THE CATHOLIC UNIVERSITY OF EAST AFRICA

January, 2009 to October, 2010

Head Internal Audit

- Facilitating the Audit Committee meetings through the Vice Chancellor and provides the committee with a secretariat.
- Presents findings and recommendations concerning activities audited to the Board Audit committee
- Planning and organizing the activities of the Internal Audit department.
- Formulating Annual Risk Based Audit Plan which fulfils the responsibility of the department as defined by Audit Charter.
- Documenting Audit Programs and Time Budgets

- Reviewing and evaluating the work papers of completed audits ensure adequate documentation.
- Recommending effective cost reduction strategies for adoption by the University.
- Facilitating the development of a strong Internal Audit team through training
- Perform any other duties as may be directed by the Vice Chancellor.

February, 2006 – December, 2008

Deputy Internal Auditor

- Assist Head Internal Audit in the planning of audit assignments.
- Evaluating the adequacy and effectiveness of internal controls in the university.
- 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 the procedure performed.
- Assist in developing recommendations for a corrective action\ improvement.
- Provide assistance to external auditors as requested.
- On-the- job training and supervision of audit assistant(s).
- Preparation of comprehensive of written reports.

THE AGA KHAN UNIVERSITY HOSPITAL

September, 2000– January, 2006:

Internal Auditor

- Carrying out reviews and giving improvement recommendations on;
- Compliance with policies, plans, procedures, laws and regulations which could have a significant impact on the hospital operations.
- Means adopted to safeguard assets.

- Economic, efficient and effective use of resources.
- Reliability and integrity of financial and operating information and
- Following up on implementation of recommendations.

KOIMBURI TURKER AND ASSOCIATES (CPAK)

October, 1998–August, 2000

Audit Assistant

- Auditing of Financial statements and preparation of accounts.
- Presentation of audited accounts in the AGMs.
- Tax computation
- P.A.Y.E audit.
- V.A.T audit.
- Liaising with clients on matters of internal weaknesses.
- Invoicing and debt collection.
- Audit of projects in Non Governmental Organizations.
- Dissolution of partnerships.
- Supervision of annual stocktaking exercise.

PERSONAL ATTRIBUTES

Integrity and committed to the highest ethical and professional standards with over twenty years audit experience. I am passionate about Auditing and Risk Management, I adapt well to the changing needs of businesses and quick learner who thrives on challenges.

My Strengths are:

- Good Financial Management and Accounting skills
- Team Player
- Independent
- Objective
- Quality Focused
- Strong analytical, writing and communication skills.

MEMBERSHIP

- Institute of Certified Public Accountant Kenya (ICPAK)
- Information Systems Audit and Control Association (ISACA)
- Institute of Internal Auditors (IIA)

ACHIEVEMENTS

- Led effort in identification and documentation of risks in the Risk Register at UNES LTD.
- Recommending controls which have resulted to reduction of audit findings by KENAO in the Management Letter by 70%.

INTERESTS

- Girl Child Mentorship, Music, Crocheting and swimming.

REFEREES

Prof. Julius Ogeng'o
University of Nairobi
Deputy Vice Chancellor Academics Affairs
P.O. Box 30197 00100 NAIROBI

Mr. Daniel Karuga
KPMG East Africa
Senior Manager – Risk Consulting
PO BOX 40612- 00100 Nairobi
Telephone: 0722458992 Email: dkaruga@kpmg.co.ke

Mr. Peter Jackson Kiige Njenga

Head of Finance

Credit Bank Ltd

PO Box P.O Box 7440-00300 00100 Nairobi

Telephone: 0722555031 Email: jjenga@creditbankltd.co.ke