



## ***CURRICULUM VITAE***

Name : Michael Kitsao Menza  
Date of Birth : 22nd December 1969  
Marital Status : Married with two kids  
Religion : Christian  
Nationality : Kenyan  
I.D Card No. : 11262505  
Next of Kin : Janet Nyevu  
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: Email.menzamk@yahoo.com Tel. 0720334161.

### **My Mission**

To provide quality leadership in my employment, family and the society at large through continuous skill enhancement, membership subscription with professional bodies and alumni groups, embracement of the Christian faith and commitment to the observation of religious values.

### **My Core Values**

I believe in freedom of thought and expression, innovativeness and creativity, team spirit and teamwork, professionalism, quality customer service, responsible citizenship and strong social responsibility, respect for and conservation of the environment.

### **Educational /Professional Background**

Master of Business Administration (Finance)- University of Nairobi  
Research Project óAn Empirical analysis of the relationship between Capital Structure and Stock Returns for quoted companies; Evidence from the NSE.

CPA (K) and member of ICPAK  
MN 8558

Bachelor of Commerce (Accounting)-University of Nairobi  
Final year Project óA case study of compliance with Accounting and Statutory Disclosure Requirements by quoted companies in Kenya ó 1995

St.Georgeø Secondary School, Kaloleni Giriama  
KCSE B-(10 Subjects)

Malanga Primary School, Malindi District  
KCPE 71/72 points (6 Subjects)

## **Work Experience**

### **University of Nairobi**

2016 February óto Date:

Senior Accountant 11 óBudgetary Section (Central Finance)

#### **Responsibilities:**

- In charge of preparation and production of Annual Accounts and Financial Statements, Monthly Management Accounts and Financial Statements, Quarterly Financial Statements to Government, and other Ad hoc financial reports.
- Finance Department representative in the PC secretariat and member of PC evaluation team of the University.

2014 January óFebruary 2016:

Senior Accountant 11 óIncome and Student Data (Student Welfare Authority)

#### **Responsibilities:**

- In charge of and monitoring student accommodation fees and student data, processing student accommodation fees disbursements to SMUs processing and student accommodation fees refunds.
- In charge of Coordination of monthly bank reconciliation in all the SWA SMUs and Cafeterias.
- Preparation of financial reports for management e.g monthly statement of cash flows, revenue and other ad hoc reports.

### **Kenya Post Office Saving Bank (Postbank)**

2010 Sept ó 2013 December: Regional Accountant ó Coast Region-, Finance and Accounts Department

#### **Responsibilities:**

- In charge of the Finance and Accounting functions of the region.
- Monitoring bank charges and of daily branch operations to ensure that branch cash balances, cheques are banked promptly, transactions are properly executed and details captured as required and end of day processes done and reports generated.
- Carrying out reconciliations for branch cash, bank, depositors' liability, transitorial accounts, cheque encashment, and banker's cheques issued, and carry out surprise cash counts to confirm the physical existence of cash reported.
- Production of schedules for external audit.
- Responding to audit queries.
- First signatory to cheques and authorization to bank transfers through Quick Pay module.
- Checking and reviewing all payments to staff claims, imprest, and to creditors

2010 Feb ó 2010 Aug : Regional Accountant ó Mt.Kenya Region- Postbank, Finance and Accounts Department

**Responsibilities:**

- In charge of the Finance and Accounting functions of the region.
- Monitoring bank charges and of daily branch operations to ensure that branch cash balances, cheques are banked promptly, transactions are properly executed and details captured as required and end of day processes done and reports generated.
- Carrying out reconciliations for branch cash, bank, depositorsø liability, transitorial accounts, cheque encashment, and bankerø cheques issued,and carry out surprise cash counts to confirm the physical existence of cash reported.
- Production of schedules for external audit.
- Responding to audit queries.
- First signatory to cheques and authorization to bank transfers through Quick Pay module.
- Checking all payments to staff claims,imprest,and to creditors

2002 Febó 2010 Jan : Accounts Officer ó Postbank, Finance and Accounts Department

**Responsibilities:**

- Monitoring bank charges and of daily branch operations to ensure that branch cash balances, cheques are banked promptly, transactions are properly executed and details captured as required and end of day processes done and reports generated.
- Carrying out reconciliations for branch cash, bank, depositorsø liability, transitorial accounts, cheque encashments, and bankerø cheques issued.
- Production of schedules for external audit.
- Responding to audit queries.

**Woburn Residence Hotel, Malindi**

2001 Aug ó 2002 Feb: Financial Controller

**Responsibilities:**

- Supervision of Finance and Accounting functions of the hotel.
- Maintaining books of accounts, drafting financial statements for audit, filing statutory returns e.g vat returns, paye returns and income tax returns
- Financial advice to directors, preparation of management reports, development and analysis of budget.
- Responding to audit queries.

**Aboo Certified Public Accountants**

1997 Sep ó 2001 May : Audit and Tax assistant

**Responsibilities:**

- In charge of the Tax department at the HQ in Mombasa and later Malindi branch functions.

- Book-keeping, drafting clients' accounts, carrying out audits, tax assessments, filing tax returns and offering tax advice.

### **Hobbies**

During my free time, I like reading journals, publications and newspapers, talking to friends and watching programmes with my family.

### **Future Objectives**

My dream lies in working on the management level where I will get a chance to manage resources optimally and plan and make strategic decisions in conformity with stated mission and objectives.

### **Other Skills**

- Can communicate fluently in English and Kiswahili
- Good writing, creative and analytical skills
- Proficiency in computers with knowledge of several packages viz Quick books, Microsoft Word and excel, Lotus, Greatplains, Ms.dos Fidelio
- Ability to learn fast and adapt to change