

CPA Paul K. Njoroge

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YEAR OF BIRTH: 1981
RELIGION: CHRISTIAN
GENDER: MALE
MARITAL STATUS: MARRIED
LANGUAGE: ENGLISH, SWAHILI AND KIKUYU, BOTH
SPOKEN AND WRITTEN.

CAREER OBJECTIVE

To provide executive leadership for audit and accounting services in financial planning, cash management, budgeting, management accounting, system audit and risk management in both the public and private sectors of today's world economy.

PROFESSIONAL PROFILE

- Excellent accounting/auditing services professional with CPA and more than six years' experience in institutional management/financial accounting functions and systems audit.
- Strong leader and consensus-builder who passionately executes the employer's mission.
- Good communicator and team leader.
- Ability to meet strict set deadlines without quality compromise. Requires less/no supervision to perform as per or beyond expectations.

PROFESSIONAL WORK EXPERIENCE/ACCOMPLISHMENTS

Assistant Internal Auditor , University of Nairobi (Students Welfare Authority-SWA) - 2010 to present.

- Successfully assisted in the preparation of the unit audit plans and programs for the years 2010/2011, 2011/2012, 2012/2013 and the current 2013/2014.
- Conducted periodic audits to determine if the university's units were following the set policies and procedures to meet the desired goals and objectives.
- Performed risk based systems audit to check on the strengths and weaknesses of the internal control systems and made the recommendations thereof.
- Ensured that the routine audit work of vouching and verification of payment documents flowed and was handled within the timelines prescribed by ISO standards.
- Collaborating closely with sectional and unit heads to provide institutional counsel/advice all geared towards meeting the institutional goals.

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Audit Assistant, University of Nairobi (Students Welfare Authority-SWA)-2005 to 2010

- Prepared and handled the 2009 systems audit on the HAMIS system.
- Participated and performed the 2008 University payroll audit.
- Prepared audit plan and timetable for the university's SWA internal audit for the year 2007/2008.
- Conducted periodic audits to determine if the university's units were following the set policies and procedures to meet the desired goals and objectives.
- Ensured that the routine work in the office of vouching and examination of accounting documents was timely handled.

Accounts assistant on attachment/casual, University of Nairobi (Main campus and SWA)-2003-2005

- Maintained the general cashbook and prepared monthly bank reconciliation statements. Helped on clearing all the recurrent reconciling items on the bank reconciliation statement.
- Prepared year-end financial returns to the main campus on time.
- Assisted in providing improved controls for internal operations.
- Opening and the maintenance of Debtors and Creditors control accounts.

Audit Assistant, Wipam Business Development and Training Centre (an NGO), 2001-2003

- Reviewing the clients' accounts to check for delay or inconsistencies in loan repayments.
- Reviewing the recording and maintenance of the fixed assets register.
- Making surprise team visits to client's business premises to confirm on details filled on the loan forms by the field officers. This saved the company from the risk of advancing loans to brief case businesses/firms who would not have been in a position to service their unsecured loans.
- Reviewing the monthly bank, debtors and creditors reconciliation statements.

EDUCATION/SPECIALISED TRAINING/COMPUTER SKILLS

- Pursuing long distance Bachelor of Commerce Degree – Kampala International University, Kampala Uganda. Now in my Third year of study.
- Certified Public Accountant of Kenya, **CPA (K)**.
- Computer software packages-Ms word, Ms Excel, Power point and the specialized financial soft wares ACCPAC and IDEA.
- 'O' Level B-(Minus).

PROFESSIONAL CERTIFICATION AND AFFILIATIONS

Registered Member of the Institute Of Certified Public Accountants of Kenya (**ICPAK**)

AWARDS GIVEN AND SEMINAR/CONFERENCE ATTENDED.

- Awarded the June 2003 prize winner by **KASNEB for CPA 2-SYSTEMSTHEORY AND MANAGEMENT INFORMATION SYSTEMS** paper.
- Awarded the *best Commerce student prize (Kikuyu Division)* in the 1999 'O' level exams.
- Attended the **25th ICPAK Annual Seminar (2009)** at the Wild Waters Mombasa. Theme was "The Changing Role of a modern Accountant"-May 2009.

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- Attended and completed a staff training program on ***team building and staff morale enhancement*** at the Lukenya Getaway Resort in Machakos county-May 2009.
- Attended and participated in audit staff training course in ***information security governance and information system audit*** at the University of Nairobi CCU Conference Centre-July 2009.
- Participated in ***National Church Leaders Seminar*** at St. Titus Girls Secondary School in Kiambu county.-August 2009.
- Attended the ***3rd ICPAK Practitioners Growth Network Seminar (2009)*** at the Green Hills Hotel in Nyeri county-August 2009.
- Attended and participated in the ***ICPAK IPSAS (International Public Sector Accounting Standards)*** workshop held at the Panafrican Hotel in Nairobi county-March 2010.
- Attended and completed a course on ***Alcohol and Drug Abuse*** at the University of Nairobi CCU Conference Centre-May 2010.
- Attended and completed a course on ***improving audit effectiveness for internal auditors*** at the University of Nairobi CCU Conference Centre-May 2010.
- Attended and participated in the ***10th ICPAK Internal Audit Seminar*** at the Continental Beach Hotel in Mombasa county-2010.
- Attended and completed a course on ***auditing software-IDEA*** at the university's School of Biological and Physical Sciences-2011.
- Attended and completed a course on ***UON FIMS software*** at the university's School of Biological and Physical Sciences-2011
- Attended the ***11th ICPAK Internal Audit Seminar*** at the Continental Beach Hotel in Mombasa county-2011.
- Attended and participated in ***Risk Management training for internal auditors*** at the university of Nairobi conference Centre-March 2012
- Attended the ***12th ICPAK Internal Audit Seminar*** at the Leopard's Beach Club in Mombasa County-2012

OTHERS

- Board of Governors Vice Chairman-St Elizabeth High School in Kikuyu.
- Polling officer in the 2005 Electoral Commission of Kenya Constitutional Referendum.
- Science and Mathematics club Secretary for four years in High School.
- High school students captain for four years.

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REFEREES

MR. ROBERT LUGWE,

The Director,
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MR SAMUEL N. NDIRANGU,

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