



**PHANE BOYANI ONG'ARE**

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**BIO DATA**

**Gender:** Female  
**Date of Birth:** 26 Aug 1985  
**Nationality:** Kenyan

**PERSONAL ASSESSMENT**

I am a professional Accountant, with innovative and creative skills. I also possess strong analytical and communication skills. I work well as a team member. I have the ability to learn and perform with minimum supervision in a multidisciplinary, diverse and corporate environment.

**CAREER OBJECTIVE**

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I aspire to provide, innovative and sustainable professional Accounting and Financial solutions to a wide range of clients; in a competitive, dynamic and motivating environment that provides opportunities for career growth and development.

## **PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS**

**May 2016 – date:      University of Nairobi**

**Position held:            Audit Assistant**

### **Duties**

1. Verification and Pre- auditing of invoices, payment vouchers
2. Doing bank reconciliations and Pre- auditing of Cheques
3. Processing of refunds
4. Doing quarterly audit reports and issuing them to the Chief Internal Auditor
5. Issuance of accountable documents
6. Verification and auditing of requisitions documents and Local Purchase Orders

## **MAJOR ACHIEVEMENTS**

- Enabled the University to keep efficient accounting records in my department.
- Contributed compliance of the University rules and regulations by ensuring accurate accounting systems.
- Contributed to customer satisfaction by processing documents payments in time.
- Ensured the University has reduced a lot of losses brought by fraud cases in documentations.
- Timely submission of reports to assist the management in decision making.

**October 2014 – December 2015:   Medecines Sans Frontiers (MSF), Belgium**

**Position held:                                   Assistant Accountant**

### **Duties:**

Processing customers' payments

Inspection of new company assets

Processing and issuing of customer cheques.

**December 2012 – August 2014: Phillip Kamuru and Associates**

**Position held: Assistant Auditor**

**Duties**

- Creation of expenditure budgets and making of funding
- Posting and allocation receipts and payments
- Making of monthly bank reconciliation
- Following up receivables and making requests for payment on due accounts
- Preparation of monthly expenditure and income reports for the Board of Directors
- Maintain separate books of accounts for each project and for overall business

**March 2011- June 2012: Mwashimbe & Company**

**Position held: Assistant Auditor**

### **Duties**

- Responding to queries raised by donors and auditors and filling of relevant correspondences
- Checking payment of tax and also advise on reimbursement of from government counter checking postings and receipts
- Confirming authenticity of receipts and payments
- Verifying documentary evidence
- writing of proposals to reduce expenditure and reduce excess usage of funds
- Advising board
- Looking at grey areas and advise on maximizing profits

### **MAJOR ACHIEVEMENTS**

- Enabled the company to keep efficient accounting records
- Contributed to profits of the company by ensuring accurate accounting systems
- Contributed to customer satisfaction by processing payments in time
- Ensured company has complied with the law by timely submission of statutory deductions
- Enhanced my practical understanding of accounting transactions

### **EDUCATIONAL BACKGROUND**

2017: **UNIVERSITY OF NAIROBI**  
(Master of Arts in Project Planning and Management, PPM)

- 2013:**                   **UNIVERSITY OF NAIROBI**  
Bachelor of Commerce (B/Com) degree  
(Accounting Option)
- 2010:**                   **KASNEB**  
(Part II, Section 4)
- 2005:**                   **NEW OPTIMAL CAREER SOLUTIONS**  
Computer Packages
- 2000-2003:**           **MENYENYA S.D.A. HIGH SCHOOL**  
KCSE 2003- Mean Grade B (Plain)
- 1991-1999:**           **NYANSIONGO D.E.B. PRIMARY SCHOOL**  
KCPE 1999- 450/700 MARKS

## **COMPUTER SKILLS**

- Quickbooks Accounting Software
- Sage Accounting Software
- Ms Word
- Ms Excel
- Ms Access
- Ms PowerPoint
- Internet

## **OTHER SKILLS AND Competencies**

- Oral and written communication skills
- Analytical skills
- Customer care and relations skills
- Team player
- Marketing skills
- Report writing skills

## **LANGUAGES:**

ENGLISH (well spoken, read and written)

KISWAHILI (well spoken, read and written)

## **OTHER ASSOCIATIONS**

- Member Accounting students Association, University of Nairobi
- Secretary Menyenya High School Art Club
- Treasurer Menyenya High School Girls choir
- Secretary Science and Mathematics Department, Menyenya High School



## **HOBBIES AND INTERESTS**

- Swimming
- Community service.
- Playing and watching Handball

## **REFEREES**

1. **Mr. Bernard Moruri**  
**Associate Director**  
Mwashimbe & Company  
Cell: 0722 – 925 067
  
2. **Dr. MRB Otieno**  
**Chief Medical officer**  
University Health Services  
Cell: 0733 749509
  
3. **Mr. Steve Lesinko**  
**Administrator**  
University of Nairobi  
Cell: 0723- 697 180