



AMBOGO CLINTON ODUOR

ACCOUNTING AND FINANCE PROFESSIONAL

CONTACT

+254 725 534 414

mcambogo@gmail.com

Siaya County, Kenya

SKILLS

Strength

- Financial Reporting & Compliance
- Payroll & Tax Accounting
- Budgeting & Cost Control
- Audit Support & Risk Mitigation
- Financial Data Analysis
- Statutory Returns & Filing

Technical skills

- Accounting Software: QuickBooks
- Microsoft Office: Excel, Word, PowerPoint
- Bank Reconciliation Systems
- Revenue & Expense Management
- Payroll Processing Tools
- Financial Statement Preparation

Soft Skills

- Attention to Detail
- Analytical Thinking
- Communication & Presentation
- Problem-Solving
- Team Collaboration
- Time Management
- Confidentiality & Integrity

PROFILE

Results-oriented Accounting and Finance professional with over 5 years of hands-on experience in financial reporting, payroll management, auditing, statutory compliance, and customer service. Skilled in preparing accurate financial statements, managing general ledger activities, processing tax returns, and streamlining accounting systems. Proficient in QuickBooks and Microsoft Office applications with a strong understanding of Kenyan financial regulations. Recognized for precision, integrity, and the ability to support sound financial decision-making. Actively seeking to contribute to a forward-thinking organization by leveraging technical expertise and analytical skills to drive financial efficiency and compliance.

WORK EXPERIENCE

Accountant

Indo Africa Radiators Eldoret Ltd — Feb 2020 – Present

- Maintained accurate accounting records and bookkeeping systems
- Compiled financial statements including income statements, balance sheets, and cash flow reports
- Prepared and submitted statutory financial reports and returns
- Performed in-depth financial analysis to support strategic decisions
- Ensured tax and regulatory compliance in line with KRA and financial laws
- Provided financial advice to management for budgeting and resource allocation
- Developed financial reporting frameworks to improve data integrity
- Oversaw payroll and reconciliations of bank and supplier accounts

Accountant

Pride Kings Services Limited — Feb 2018 – Oct 2019

- Compiled monthly and annual financial statements and reports
- Managed budgeting and expenditure planning
- Ensured adherence to financial laws and regulatory requirements

KEY ACHIEVEMENTS

- Successfully led implementation of a structured financial reporting system that improved accuracy and reduced reporting delays.
- Consistently maintained clean audit trails by ensuring compliance with financial policies and statutory guidelines.
- Developed internal control measures that minimized operational risks and financial discrepancies.
- Played a key role in transitioning financial data to QuickBooks, enhancing automation and reducing manual errors.
- Streamlined payroll processes and improved employee satisfaction through timely and accurate payments.
- Supported cost-saving initiatives by analyzing financial trends and recommending actionable strategies.
- Improved cash flow management through rigorous bank reconciliations and budget monitoring.
- Recognized by management for dependability and precision in preparing financial documentation and reports.

PROFESSIONAL CERTIFICATIONS

- Certified Public Accountant (CPA), Part II – Section 4
- Computer Proficiency: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Accounting Software: QuickBooks (Hands-on Experience)

- Supervised junior finance staff and delegated tasks efficiently
- Designed and implemented internal financial record-keeping systems
- Monitored cost centers and improved financial planning insights
- Analyzed variances between actuals and budgets for management action
- Offered timely financial guidance to senior leadership

Accounts Clerk

Wigot Gardens Hotel — Sep 2016 – Jan 2018

- Processed accounts payable and receivable accurately
- Prepared payment vouchers, managed petty cash, and imprest
- Handled bank reconciliations and prepared cash flow summaries
- Managed deposits, cheque transactions, and reconciled cash receipts
- Filed statutory returns: PAYE, VAT, NHIF, NSSF
- Maintained accounting records securely in both physical and digital formats

Audit Trainee

Obwanga and Associates — Jan 2015 – Aug 2016

- Maintained client ledgers and processed payroll
- Reconciled bank statements and maintained audit documentation
- Filed monthly/annual statutory returns: PAYE, VAT, NSSF, NHIF
- Conducted audit procedures such as vouching, sampling, and risk assessments
- Drafted interim and final audit reports
- Prepared and presented management letters and audit reports to clients
- Supported audit compliance with International Standards on Auditing (ISAs)
- Provided advisory support on financial compliance and internal control gaps

EDUCATION

Bachelor of Commerce (BCom)

Mount Kenya University — Ongoing

Kenya Certificate of Secondary Education (KCSE)

Ndere Mixed Secondary School — C+ (2009 – 2012)

Kenya Certificate of Primary Education (KCPE)

Inuka Academy — 335 Marks (2001 – 2008)

LANGUAGES

- English-Excellent
- Kiswahili-Excellent

REFERENCES

Mr. Suresh T. Nair

Director – Indo Africa Radiator (Eldoret) Ltd
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Mr. George Omollo

General Manager – Pride Kings Services Ltd
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Mr. Phelix Owiti

General Manager – Wigot Gardens Hotel
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Mr. Fredrick Ohorre

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