



# CLIFFORD KIREKI OUYA

ACCOUNTANT

+254 719 555 351

kirekiclifford@gmail.com

Nairobi, Kenya

## EDUCATION

Bachelors of Business Management Accounting Option & CPA: - Mount Kenya University {Second Class Honors}

**2019 – 2014**

K.C.S.E :- Anestar Victory Boys High School, C+

**2015-2018**

## TECHNICAL SKILLS

- Financial Reporting C Analysis
- Accounting Software Proficiency
- Ledger Management C Reconciliation
- Regulatory Compliance & Tax Preparation

## REFEREES

Simon Kamangu Chege  
Manager  
Tell No. +25472299927  
Email: ckamangu@gmail.com  
Portal address: 5710- 00200  
Nairobi.

Catherine Gakuo Muimi  
Procurement officer KEMSA  
Tell No. +254725346808  
EMAIL: cathy.muimi@gmail.com  
Postal address: 47715-00100  
Nairobi, GPO.

## PROFESSIONAL OVERVIEW

Detail-oriented and highly organized accountant with over 3 years of experience in financial reporting, bookkeeping, and audit preparation. Skilled in managing accounts payable and receivable, reconciling financial discrepancies, and ensuring compliance with regulatory standards. Proficient in accounting software such as QuickBooks, and Microsoft Excel. Adept at analyzing financial data to support strategic decision-making and improve operational efficiency. Excellent communication and problem-solving skills, committed to maintaining accuracy and integrity in all financial processes.

## WORK EXPERIENCE

### Accounting and Procurement

Chapa Copy Limited | 2024 – 2025

#### RESPONSIBILITIES.

- Verifying vouchers and committal documents
- Preparing periodic reports in a timely manner for decision making
- Ensuring safe custody of company records and assets
- Reviewing payment documents and complying with relevant tax laws
- Writing cheques and posting payments and receipt vouchers in the cash books
- Balancing and ruling of the cash books on daily basis
- Arranging for withdrawal of cash for office use and ensuring safety of the same at all times
- Verifying supporting documents seeking for letters of credit
- Extracting documents and information for financial audit purposes and for inclusion in periodic reports for decision making

### Clerk Officer

KEMSA (Kenya Medical Supplies Authority) | 2023– 2024

#### ROLES

- Procurement and warehouse management
- Coordinate the ordering, receipt, and storage of medical supplies.
- Plan and oversee the distribution of supplies to various healthcare facilities.
- Ensure efficient logistics to deliver supplies on time.
- Track and report on stock movements and distribution performance.

## **Achievements**

- **Optimized Delivery Schedule:** Implemented a new delivery schedule that reduced fuel consumption by delivering stock on Saturdays instead of weekdays, resulting in significant cost savings and improved efficiency.
- **Inventory Management:** Maintained optimal inventory levels to ensure a good balance between supply and demand, ensuring that every shop is well-stocked with the necessary supplies to meet customer needs.

## **Volunteering Work**

- I volunteered working for KEMSA for 3 months during a stock-taking process
- Also volunteered to work for Tracos Company Ltd in the payroll department for 6 months