

KEFA NYONG'0

Audit Associate/Accountant

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Analytical and detail-oriented Finance Professional with 3+ years of experience in internal auditing, financial reporting, tax compliance, and operational risk assessment. Demonstrated ability to execute risk-based audits, strengthen internal controls, and ensure compliance with statutory regulations. ACCA

Finalist with strong ethical standards and a solid foundation in audit and financial best practices.

Skills

CORE COMPETENCIES

- Internal Audit and Risk Assessment
- Financial Analysis and Reporting
- Budgeting and Forecasting
- Compliance and Statutory Deductions such as PAYE, NHIF, NSSF, VAT, and Withholding Tax, by reviewing payroll and tax filings.
- Audit Report Writing
- Tax Planning and Advisory
- Bookkeeping and Reconciliation
- Proficiency in ERP such as Odoo, QuickBooks, Tally and Microsoft Excel
- Accounts Payable & Receivable Management – Reconciliation, aging reports, and vendor/client relations.

Experience

RealTime Consultants.

Position: Audit team

Jan, 2023 -To June 2025

- Planned and conducted audits of financial statements and operational activities across various client sectors.
- Evaluated internal controls and identified areas for improvement to enhance compliance and operational efficiency.
- Prepared comprehensive audit documentation, working papers, and final reports for senior management review.
- Ensured full compliance with statutory obligations, including PAYE, NHIF, NSSF, VAT, and Withholding Tax, by reviewing payroll and tax filings.
- Conducted reconciliation of accounts, including bank, MPESA, receivables and payables, ensuring accuracy in financial records.
- Leveraged audit software and Microsoft Excel to analyze large datasets for anomalies and trend identification.
- Monitored the implementation of audit recommendations and tracked progress through follow-up audits and client liaison.
- Supported client

- **Trade Financing:** Responsible for facilitating and managing financial transactions related to international trade. Provided financing solutions to importers and exporters to ensure smooth trade operations.
- **Letter of Credit (LC) Management:** Handled the issuance, negotiation, and management of letters of credit, which are financial instruments used in international trade to ensure payment security between buyers and sellers.
- **Risk Assessment and Mitigation:** Assessed the creditworthiness and financial stability of trading partners and evaluate the associated risks. In addition, I recommended risk mitigation strategies such as credit insurance or guarantees to protect the organization against trade-related risks.
- **Compliance and Documentation:** Ensured compliance with international trade regulations, such as import/export laws, sanctions, and financial regulations and trade documentation, including export/import documents, bills of lading, and insurance certificates.
- **Relationship Management:** worked closely with banks, financial institutions, suppliers, and customers to establish and maintain relationships and negotiated terms, resolved disputes, and ensured cooperation among various parties involved in trade transactions.

- Provided financial reports and interpreted financial information to managerial staff while recommending further courses of action.
- Advised on investment activities and provided strategies that the company should take
- Maintained the financial health of the organization.
- Analyzed costs, pricing, variable contributions, sales results, and the company's actual performance compared to the business plans.
- Developed trends and projections for the firm's finances.
- Conducted reviews and evaluations for cost-reduction opportunities.
- Oversaw operations of the finance department, set goals and objectives, and design a framework for these to be met.
- Managed the preparation of the company's budget and reviews.
- Liaised with auditors to ensure appropriate monitoring of company finances is maintained.
- Correspond with various other departments, discussing company plans and agreeing on future paths to be taken.

- Effectively controlled budgets and optimized expenses.
- Answered all customer queries with friendliness and expertise.
- Identified and maximized sales opportunities, and increased customer retention rates.
- Evaluated and improved operations and financial outlooks.
- Effectively led company functions and departments as designated.
- Successfully handled visual merchandising and worked to promote company vision.
- Assisted with payroll and distributed paychecks to employees.
- Remained informed and up to date on the current stock and offerings.

Education

Mahatma Gandhi University , India

June,2019- March, 2022

- Bachelor of Commerce (graduated with a first-class) Major in Finance and Taxation

CERTIFICATION

- ACCA -Finalist
- Ethics and Professional Skills by ACCA
- KCSE. B- (ST. MARY'S HIGH SCHOOL)

Referees

- Dr. Pramodh Korula, Associate Director, Rajagiri Business School, Tel: +919447013788, Email: pramodh@rajagiri.edu
- Mr. Vincent Obure, Euro exim bank (Kenya) Head of Sales, Kenya Tel: +254710934206 Email: vincent.o@euroeximbank-sales.com
- ACCA. Sanjeev Sign, Director, LeAF Academy, Kerala. Tel: +919037144362 Email: sanjeevksingh88@gmail.com
- ACCA. Caroline Gichuhi Tel: +254719882659 Senior Accountant. Realtimeconsultant.