

KEFA NYONG'O

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.

LeAF academy (India)

Position: Finance Intern

01-01-2021 to 30-01-2022

- 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.

Art Zone Advertising

Position: Administration Assistant

March 2017 - Dec 2018

- 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.
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Senior Accountant. Realtimeconsultant.