

# CURRICULUM VITAE

*Fred Asiago*

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**Nationality:** Kenyan

**Date of Birth:** 01/01/1988

**ID No.:** 26499970

## CAREER OBJECTIVE

To develop as a reputable Accountant through diligent performance in a dynamic and result oriented accounting and Auditing field as well as professional who demonstrates absence of breach of the relevant professional code of conduct.

## SUMMARY OF ACCOUNTING SKILLS

- Experienced in Accounting, especially financial statement analysis, income, and expenditure management as well as financial and strategic planning
- Computer literate (Ms. Excel, Ms. Word, Ms. PowerPoint, Ms. Access,
- Good knowledge of accounting software e.g. QuickBooks and Microsoft Navision
- Good knowledge of tax system
- Knowledge of IFRSs, ISAs, tax legislation, statutory deductions and company's Act.
- Good verbal and written communication skills in both English and Kiswahili.
- Good inter-personal relationships and a team player
- Good numerical and analytical skills
- Result oriented, able to meet tight deadlines and a quick learner with the ability to multi-task
- Flexible and adaptable with a 'can do' attitude
- Able to work under minimal or no supervision. End user tech support

## WORK EXPERIENCE

**Accountant/Admin/IT assistant**

Moke Gardens Ltd

*Sep 2024- Sep 2025*

### Duties and Responsibilities

#### **Accounting Responsibilities:**

- Financial Record Keeping
- Bank Reconciliation
- Budgeting & Forecasting
- Tax Compliance
- Financial Reporting

#### **Administrative Responsibilities:**

- Record Keeping and Reporting
- Scheduling of meetings & Coordination
- Budget Monitoring

**IT Assistant Responsibilities:**

- Tech Support
- Data Management and Security
- Software Implementation & Training
- System Documentation

**Property Management Responsibilities:**

- Tenant Relations
- Property Maintenance
- Rent Collection
- Lease Management
- Property Inspections
- Legal and Regulatory Compliance

**Accountant***Aug 2022- Dec 2023*

Workforce Productivity Centre Ltd

**Duties and Responsibilities**

- Financial Statement Preparation and Analysis
- Budgeting and Forecasting
- Tax Planning and Compliance
- Internal controls and risk management
- Financial advisory and decision support
- Preparing bank reconciliations and maintaining general ledger accounts
- Petty cash forecasting

**Schools Auditor Intern (Public Service Internship Program)***Jan 2020- Jan 2021*

Ministry of Education, State Department for Early Learning and Basic Education

**Duties and Responsibilities**

- Executing audit programs
- Collecting and documenting evidence on audit issues
- Reviewing internal control systems in public educational institutions
- Verifying assets and liabilities

**Pension Fund Accountant***Sep 2017- Dec 2019*

Benefits At Work Limited

**Duties and Responsibilities**

- Analyze portfolio performance and valuation of Government securities, commercial papers, corporate bonds, equity market analysis and offshore investment managers' opinion on any valuation
- Carry out reconciliations between investment reports, custody reports and administration reports
- Follow up on un-reconciled items with the service providers and sponsors of schemes

- Advise investment managers when an investment violates provisions of IAS 39 & 19
- Review investment reports, custody reports and administration and validate them
- Calculate corporate tax for non-exempt funds and advise the general managers of occupational pension schemes accordingly
- Validate member balances to tie up with fund accounts
- Generate quarterly reports for the net assets, statement and revenue account, cash flow statements and supporting notes
- Liaise with the key providers to collaborate all the accounting information
- Present accounting reports at trustees meeting
- Facilitate audits and make sure books of accounts comply with IAS requirements

**Accounts Clerk**  
MKO Service Station

*Jan 2010-Dec 2010*

#### Duties and Responsibilities

- Processing local purchase orders
- Recording and reconciling of cash sales
- Depositing cash into bank account
- Keeping accounting records

#### **OTHER WORK ENGAGEMENTS**

**August 2022:** Presiding Officer (Independent Electoral and Boundaries Commission)  
**August 2018:** Deputy Presiding Officer (Independent Electoral and Boundaries Commission)  
**August 2017:** Polling clerk (Independent Electoral and Boundaries Commission)  
**December 2013:** Polling clerk (Independent Electoral and Boundaries Commission)  
**Jan 2013-Nov 2013:** BOM Teacher (Etorima Sec. School)

#### **PROFESSIONAL/EDUCATIONAL QUALIFICATIONS**

**Certified Public Accountant (CPA)**  
Intermediate level (Sec III)- Ongoing

**Bachelor of Commerce (Accounting Option)**  
Kisii University

*Jan 2011-Dec 2015*

**Certificate in Information Technology (IT)**  
Elgon View College

*February 2012*

**Kenya Certificate of Secondary Education**  
Riyabu Mixed Secondary School

*May 2008-Dec 2009*

**Kenya Certificate of Secondary Education**  
Osweta Mixed Secondary School

*Jan 2004-Dec 2007*

**Kenya Certificate of Primary Education**  
Kemoreko Primary School

*Jan 1995-Dec 2003*

#### **FUTURE ASPIRATIONS**

- To pursue higher qualifications in accounting
- To become a member of ICPAK and other relevant professional bodies
- To keep self-informed of the recent developments in accounting standards, tax laws and audit techniques and standards through attending seminars and continued professional education

#### **HOBIES AND INTERESTS**

- Reading business related magazines and newspapers
- Swimming
- Listening to music and watching soccer & basketball games
- Helping the needy and less privileged in society

#### **EXTRA CURRICULAR ACTIVITIES**

- Dedicated member of the Christian Union and scouts club
- Volunteer in Community Organizations

#### **REFEREES**

<b>MR. James Nyamosi</b> Director Workforce Productivity Centre Ltd P.O. Box 5617-00100 Nairobi.  Phone +254 723 520 683 Email jammosi@gmail.com	<b>Mr. George Okioma</b> Director Benefits At Work Ltd P.O. Box 27932-00100, Nairobi.  Phone: +254 721 486 273 Email: gokioma@gmail.com	<b>Mr. Kipkorir Kirui</b> Schools Auditor Director of Education Office- Kisii County, P.O. Box 556-40200 Kisii.  Phone +254 726 436 512 Email: kiruikip@@gmail.com
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