

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

Sep 2024- Sep 2025

Moke Gardens Ltd

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

- Advice 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

Jan 2010-Dec 2010

MKO Service Station

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)

Jan 2011-Dec 2015

Kisii University

Certificate in Information Technology (IT)

February 2012

Elgon View College

Kenya Certificate of Secondary Education

May 2008-Dec 2009

Riyabu Mixed Secondary School

Kenya Certificate of Secondary Education

Jan 2004-Dec 2007

Osweta Mixed Secondary School

Kenya Certificate of Primary Education

Jan 1995-Dec 2003

Komoreko Primary School

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

MR. James Nyamosi Director Workforce Productivity Centre Ltd P.O. Box 5617-00100 Nairobi. Phone +254 723 520 683 Email: jammozi@gmail.com	Mr. George Okioma Director Benefits At Work Ltd P.O. Box 27932-00100, Nairobi. Phone: +254 721 486 273 Email: gokioma@gmail.com	Mr. Kipkorir Kirui 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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