

## **CURRICULUM VITAE**

**KELVIN OGUVO MUSUNGU**

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### **CAREER PROFILE SUMMARY**

Experienced and self-motivated Finance and Accounting professional with a solid background in managing diverse financial functions, including accounting operations, financial management, tax compliance, credit control, and audit processes. Known for delivering accurate and timely financial information to support strategic decision-making. Brings a blend of strong analytical acumen, organizational excellence, and the ability to handle high-pressure assignments with efficiency. Committed to driving financial integrity, regulatory compliance, and operational excellence in every role undertaken.

### **PERSONAL BRAND STATEMENT**

As a dedicated finance and accounting professional, I understand that accurate financial records and documentation form the foundation of organizational success. With a strong command of analytical and detail-oriented skills, I consistently apply my expertise to support strategic goals and maintain compliance with industry standards. I seek to contribute to a results-driven work environment where I can effectively leverage my academic and professional training, uphold the highest standards of integrity and ethics, and remain aligned with the principles and regulations that govern the accounting profession.

### **AREAS OF EXPERTISE**

Financial Accounting    General Accounting    Final Account    Payroll Preparation  
Auditing- Statutory & Forensic

Management Accounting    Bank Reconciliations

Taxation & Filing Returns    Planning & Budgetary

### **PROFESSIONAL SKILLS & COMPETENCIES**

- Strong analytical, interpersonal and organizational skills.
- Adept in precise and concise written and verbal communication, good client/customer care and follow up skills.
- Self-starter with proven leadership skills and ability to work independently and under pressure.

- Am keen to details and strong reporting skills.
- I am able to work effectively under minimal or no supervision, independently, timely and as a team.
- I am conversant working with accounting such as Quick Books, I-TAX and quick to understand other accounting software's (Tally Prime). In addition, I am fully proficient and with experience using these applications in data entry, processing, real analysis and numeric analysis.
- Am familiar and understand GAAPs, IFRS, IAS and other accounting procedures.
- Am pro-active, understanding, able to prioritize and achieve within set time deadlines and targets.
- Am results-oriented, client-focused, strategic-oriented, commercial-oriented and business acumen.
- Proficient in computer packages especially, MS Office programs, Excel, Power Point and Outlook.

#### **PERSONAL ATTRIBUTES**

- Possess excellent written and verbal communication and interpersonal skills. With ability to convey financial accounting information to clients effectively, as well as to people with little or no accounting knowledge
- Am self-motivated, team-leader, committed, flexible, available, reachable, teachable and reliable.
- A goal oriented, dynamic, passionate and self-motivated person.
- Very good internal and external relationship building skills.
- Dedicated to financial integrity and cost-effectiveness.
- A team player and can solve problems, empowering others and respecting differences.

#### **EDUCATIONAL BACKGROUND**

**Bachelor of Business Administration with Information Technology (Accounting option):** Jaramogi Oginga Odinga University of Science and Technology September 2020 to April 2024

**Kenya Certificate of Secondary Education:** Friend's School Chandumba as from February 2016 to November 2019.

**Kenya Certificate of Primary Education:**Uhuru Gardens primary School;As from January 2012 to December 2015.

**Kenya certificate of Primary Education:**Anajali Community School;As from January 2007 to 2011.

### **PROFESSIONAL & TECHNICAL TRAININGS**

**Kenya Accountants and Secretary National Examination Board**

**Certified Public Accountant of Kenya (CPA Part 3&4) On-going**

Attained CPA Part 1,2,3 and 4 On-going.

Through this Professional Course I was able to learn more on Financial Accounting, Financial Reporting, Financial Management, Auditing and Assurance, Strategic Management and Work Ethics, Quantitative Analysis among others.

**Kenya Accountants and Secretary National Examination Board**

**Certified Public Accountant of Kenya (Intermediate Level)                      On-going**

Quick books – ongoing.

### **WORK EXPERIENCE**

#### **ACCOUNTING ATTACHE**

**Sight Africa Consultancy; from May to August 2023**

#### **Duties and Responsibilities.**

- Writing the payment voucher and warrant.
- Filling the accounts documents.
- Evaluating and verification of financial document.
- Record keeping in delivery book and cash book.
- Ensuring proper classification,coding and recording for faster retrieval of accounts document.
- Invoiced payment voucher
- Preparing financial year reports
- Performing Bank reconciliation.
- Cashing out cheques.



### **HOBBIES**

Reading & travelling

Playing & Watching Soccer

Research Enthusiant

### **REFEREES**

Please feel free to contact the under mentioned regarding my competence for the job at hand.

CPA.(K) Stanslous Nyangole.

Auditor .

Sight Africa Consultancy.

Contacts (0722452004)

Pst Onditi Alfred

Harvest Centre Fellowship.

Contact; 0724111275.

