

## CURRICULUM VITAE

**ANDREW NGOKONYO CHEGE, CPA (K)**

**DATE OF BIRTH: 14<sup>th</sup> NOVEMBER 1988**

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Certified Public Accountant with 5+ years of experience of ledger processes, account reconciliations and streamlining accounts. Seeking a competitive working environment that will enable me widen my scope and develop my career to the benefit of the organization and myself.

### **PROFESSIONAL EXPERIENCE:**

**4<sup>th</sup> Jan 2016 to 30<sup>th</sup> Sept 2016; Joy V. Bhatt & Co., (Certified Public Accountants)**

• Audit Senior:

Duties;

- Lead client audit engagements, which include planning executing, directing, and completing financial audits.
- Acquire a working knowledge of the client's business to ensure that audit conclusions are based on complete understanding of the process, circumstances and related risks.
- Proactively identify and communicate issues raised, offering recommended solutions relevant to business and process improvements.
- Ensure adherence at all times to all applicable department and professional standards.
- Clearing all review notes raised by the Partner and finalizing the financial statements.
- Review and evaluate all work papers and determine compliance with professional standards and Firm policies.
- Supervise, train and mentor interns and junior audit staff on audit process.
- Perform other related duties as assigned.

**1<sup>st</sup> Oct 2012 to 31<sup>st</sup> Dec 2015; Kothari & Co., (Certified Public Accountants)**

• Audit Senior:

Duties;

- Lead client audit engagements, which include planning executing, directing, and completing financial audits.
- Acquire a working knowledge of the client's business to ensure that audit conclusions are based on complete understanding of the process, circumstances and related risks.
- Proactively identify and communicate issues raised, offering recommended solutions relevant to business and process improvements.
- Ensure adherence at all times to all applicable department and professional standards.
- Clearing all review notes raised by the Partner and finalizing the financial statements.
- Review and evaluate all work papers and determine compliance with professional standards and Firm policies.
- Ensuring that progress and final fee notes are raised and assisting in following up payments.
- Supervise, train and mentor interns and junior audit staff on audit process.
- Perform other related duties as assigned.

**1<sup>st</sup> Feb 2012 to 30<sup>th</sup> Sept 2012; Nitin Pandya & Co., (Certified Public Accountants)**

• Audit Assistant:

Duties;

- Carrying out the audit plan as briefed by the senior.
- Prepare audit paperwork in accordance with standards and requirements.
- Establish working relationships with company's staff, business partners and clients.
- Analyze and recommend changes in internal audit controls.
- Analyze and evaluate the accuracy of accounting systems and procedures.
- Writing notes to the senior on all matters outstanding on the accounts.
- Addressing all queries arising from the senior regarding the audit.
- Any other responsibilities that may be assigned from time to time by the seniors.

**1<sup>st</sup> August 2010 to 31<sup>st</sup> January 2012; Denproud Enterprise Limited**

• Accountant:

Duties;

- Posting of both payables and receivables.
- Bank reconciliations.
- Determination of the monthly surplus.
- Monthly budget analysis.
- Posting of all petty-cash transactions.
- Any other related duty that may be assigned from time to time.

**OTHER EXPERIENCES:**

- Participated in the Nairobi Stock Exchange Investment Challenge 2011, 2012, 2013 and 2014.

**CURRENTLY PURSUING:**

Bachelors of Commerce (B.Com) – Finance  
Kenya College of Accountancy (KCA) University

Certified Investment & Financial Analysts (C.I.F.A) Part 3  
KASNEB

**CERTIFICATION:**

CPA (K) – Certified Public Accountant, Institute of Certified Public Accountants of Kenya

**PROFESSIONAL QUALIFICATIONS:**

**Certified Investment and Financial Analysis - CIFA (KASNEB)**

Aug 2013 to Dec 2014

Star College of Management Studies  
CIFA Part 1 and 2 (pass)

**Certified Public Accounting - CPA (KASNEB)**

Jan 2010 to June 2013

Vision Institute of Professionals  
CPA Part 1, 2 and 3 (pass)

**COMPUTER SKILLS:**

**Institute of Advanced Technology (I.A.T)**

I.C.D.L (International Computer Driving License)

MS Excel (Spreadsheets)

MS Word (Word processing)

MS Outlook

Basic Concepts of Information Technology (IT)

Information and Communication  
MS Access (Databases)  
MS PowerPoint (Presentation)

**EDUCATIONAL BACKGROUND:**

2003 – 2006

Highway Secondary School  
K.C.S.E Overall Grade B - (minus)

1995 – 2002

Our Lady of Mercy Primary School (South B)  
K.C.P.E Overall Grade B – (minus)

**PERSONAL ATTRIBUTES:**

- I am a hardworking, high achiever and can work under minimal supervision.
- I am very focused and goal oriented.
- I am team player and a critical planner.

**ADDITIONAL SKILLS.**

- Experience in the following Accounting packages; QuickBooks, Sage and Tally.
- Experienced in caseware audit software.
- Experienced with I-Tax.

## REFEREES

1. Benard Kamau Chege  
H.O.D Security Solutions Division  
Amiran Communications Limited  
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2. Weldon Mutai  
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