



Name: Boniface Mutero Gaititi

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Current Location: Dubai

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CAREER OBJECTIVE

I am a professional accountant with 6+ years of experience in bookkeeping, financial reporting, and tax. Given my rich experience in the aforementioned areas, I am able to provide expertise in those functions and consistently meet accounting, tax, and finance reporting objectives of an organization. I am a team player and I believe that I will be an integral part of your team that will steer your organization to even greater heights

WORK EXPERIENCE

Kenya Red Cross Society 4/2019 – 4/2021 **Finance Officer**

Responsibilities

- Coordinate budget preparation and review to ensure accuracy
- Preparing donor reports and submitting them within the stipulated deadlines
- Regularly monitor expenditures on a monthly basis in liaison with the programme staff, so as to highlight any major concerns
- Investigate project variances and submit variance reports to management.
- Maintaining the Assets register. Updating regularly and arranging for Assets verification
- Carrying out bank reconciliations and preparing reconciliation statements on a monthly basis

EDUCATION BACKGROUND

MASENO UNIVERSITY 2008 - 2012

Bachelor of Arts (Economics) – Second class upper division

KASNEB (2010 – 2012)

Certified Public Accountant – CPA (K) graduate

KENYA CERTIFICATE OF SECONDARY EDUCATION (K.C.S.E)

Kaheti High School

KEY SKILLS

- Strong analytical skills
- Problem solving skills
- Interpersonal skills
- Financial reporting
- Accounts payable and accounts receivable
- Budgeting

KEY ACHIEVEMENTS

- Achieved 95% client satisfaction rating by consistently delivering assignments on time and providing high-quality service and support

- compile information for internal and external auditors, as required and respond to any queries raised
- Prepare and submit statutory reports and tax returns related to project on a timely manner
- Managing financial transactions: Recording financial transactions, verifying and reconciling account balances, and preparing journal entries.
- Cash flow management: Monitoring cash flow, ensuring timely payments to vendors and suppliers, and managing accounts receivable and payable.

Deloitte 7/2014 – 03/2019

Accountant

Responsibilities

- Providing bookkeeping services for multiple Deloitte clients, which involved maintaining general ledger records and preparing financial statements
- Preparing management accounts for clients, such as profit and loss accounts, balance sheets, and cash flow statements
- Conducting statutory reporting activities, including preparing annual financial statements, performing year-end closing procedures, and computing corporate taxes
- Conducting investment and cost analysis to evaluate the suitability and attractiveness of various investment propositions
- Managing accounts payable and receivable activities, including payment processing for suppliers and receipts accounting
- Reviewing the general ledger for accuracy and overall integrity to ensure the preparation of reliable financial and management reports
- Analyzing transactions and determining appropriate accounting actions, as well as reconciling balance sheet accounts
- Administering payroll processing activities for various companies, including receiving instructions from clients, computing applicable deductions, and remitting

- Successfully helped clients meet their finance reporting objectives in accordance with accounting standards and their internal company policies

REFEREES

Peter Muhuhu
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salaries to employees' accounts. Additionally, I filed and remitted taxes such as PAYE, NHIF, and NSSF

- Providing tax services such as computing corporate taxes, VAT, and withholding tax.

