



DAVID MUTINDA IKOTHYA

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Summary

A resourceful, reliable Accounting professional with experience in all areas of accounting tasks including; applying accounting principles and procedures to analyze financial information. I have demonstrated professional self-discipline, hard work, honesty, faithfulness and cooperation. I am a competent, all-round accountant with solid experience in auditing and taxation matters too. A reliable team player in achieving the goals of any given organization or institution under my service.

Personal Details

Year of birth: 1969

Languages: Fluent in English and Swahili

Education

- **Bachelor of Commerce**, third year (Project pending) Pursuing Degree course in KCA University;
- **Certified Public Accountant**, CPA K;
- **HIGH SCHOOL LEVEL OF SECONDARY EDUCATION**, Attained '3' Principles in K.A.C.E, 1987 to 1988.
- **TALA HIGH SCHOOL**, Attained Division I in K.C.E, 1983 to 1986.

Key Skills and Competencies

- **Financial Statements and other reports:** Skilled in preparations of all statutory accounts and filing with Kenya Revenue Authority.
- **Accounting:** experienced accountant in bookkeeping, accounting and all related ledgers to the completion.
- **Extensive knowledge in:** auditing, taxation and relevant document preparations.
- **Comprehensive knowledge of:** general accounting principles, credit management, audit, cash handling and transaction processing.
- **Well versed in:** financial reporting, finance and accounting principles and practices, with knowledge in the preparation of statutory payments i.e. PAYE, NSSF, NHIF and payroll.
- **A team player:** committed to improving overall business processes and building a cohesive business environment.
- **Gained skills in:** preparing financial statements, monitoring daily cash transactions, and recording all financial activity.
- **Excellent documentation:** time management skills-ability to pay attention to detail and report accurately
- **Knowledge of:** accounting software i.e. Smart School, Quickbooks and Proficient in Microsoft Office; Word and Excel.

Currently

DELTA CONSTRUCTION CO. LTD

May 2020 to date.

- **Operations and Logistics Manager at Mombasa road project under CALE. (Chinese Construction co. Ltd)**
- **Manager Athi River project under CRCC.**

SELF EMPLOYED.

January 2019 to April 2020.

FREELANCER

- Auditing, Accounting, Taxation and Statutory returns.
- Accounting Consultancy services
- Rental tax advisory

Work History

GROUP CHIEF ACCOUNTANT

Peppercorn holiday resort in Naivasha

Dovenest Hotel in Naivasha

Sept.2017 to 2018

- Working as Chief accountant in charge of hotels accountants.
- Dealing with budgets review, Hotels banking, review of the food control reports
- Review of each hotel accountant's work and preparation of group management accounts.
- Payment of suppliers and follow ups on Debtors.

ACCOUNTANT

1st March 2017

Rusinga School

- Worked from 2017 March to July 2018.
- Receipting fees and following up on fees debts.
- Cross checking all creditors' payment before payment is done.

ACCOUNTANT ON CONTRACT.

Rudolf Steiner School Education Trust

1st September 2017

- Working as an Accountant for six months; Posting and fees reconciliations
- Preparing final accounts for audit purposes.

SENIOR AUDITOR.

Mugo & Co.

Jan to August 2016.

- Auditing
- Preparation of accounts from incomplete records.
- Majoring on auditing of Sacco accounts and auditing the same.
- Presentation of audited accounts to the Board members.

SENIOR AUDITOR
Kang'ethe & Associates.

Jan 2010 to Dec 2014

Audited the following companies among others;

- Mawara Investments Ltd (Maakiou farm – under CMS)
- IGI Holdings Ltd (Under CMS)
- Sharnbrook Ltd
- Kibidav Ltd
- Green Belt Movement
- DFID- NGO'S Preparation repots based on budgeted notes against beneficiary numbers.
- NGOS, Hotels, Advertising and Distributing Companies

Duties and responsibilities

- Acquired knowledge in analyzing accounts and preparing final accounts
- Taxations computation and advising clients
- Knowledge in Vouching and ascertaining source each of the entries
- Analysing and coming up with management letter to help the management understand the weaknesses found in the accounting system and general operations.
- Preparing and filing final accounts with KRA.

Accountant & Assistant Auditor
Mbaya & Associates.

Jan 2006 to Dec 2010

Duties and responsibilities;

MARAMBA TEA FACTORY LTD;

Doing all the accounts:-

- Cash flows, forecast & Management accounts to guide on decision making by management.
- Debtors & Creditors Control and reconciliations
- Bank Reconciliation, payment of out growers
- Preparation of payroll and payment of salaries
- Bank management accounts for securing loans and credit
- Cash flow accounts to enable the company access bank overdrafts and short term credits
- Budgets and Final accounts to help guide the company auditors

NGORONGO TEA FACTORY LTD

- Assisted in doing accounts for Ngorongo Tea factory.

THE KENYA YOUNG MEN'S CHRISTIAN ASSOCIATION (YMCA)

- Payroll Management, preparations and management of its Sacco:-
- YOMECA and Staff welfare

ACCOUNTANT
Home Park Caterers

2004 to 2005

Duties and responsibilities

- Food Sales, Costing and Controls
 - Preparation of accounts and managing Creditors & Debtors.
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Senior Accountant

SURGILABS LIMITED

2001 to 2000

Duties and responsibilities

- Procurement of Medical & Surgical equipment from German and other destinations as per our clients (Hospital) needs.
 - Stock control Levels and placement of orders
 - Preparation of Books of Accounts to Trial Balance
 - Debt collection and control of company Debtors,
 - Creditors and their reconciliation.
 - Control and management of stock
 - Management and maintenance of stock cards
 - Identifying fast moving goods and slow moving ones for reorder purposes
 - Preparation of requisition of orders
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Book keeping

Aquamist Ltd

2000

Duties and responsibilities

- Control of In and Outgoing Stock
 - Preparation of Books of Accounts to Trial Balance
 - Control and management of stock
 - Supervising in and outgoing goods against delivery notes and invoices
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Accounts Clerk

Ndoo Secondary School

1993 to 1997

Duties and responsibilities

- Collection of fees and other payments
 - Control of school debtors and creditors register
 - Control of school's consumable stocks i.e. stationery and foodstuffs.
 - Supervision and preparation of payroll.
 - Preparation of accounts and Submission of the same to the auditors at every year end.
 - Banking, fees and bank reconciliations.
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Other Significant Experiences

Untrained Teacher at Itetani Secondary School

1992, 1999

- Taught accounting Subject, Commerce and Fasihi (Swahili literature)

Interests and Hobbies

Travelling, reading business journals and Listening to music.

Referees

Bernard Mutua

Audit Manager
Mugo & Co
P.O. Box 51820 – 00200,
Nairobi.
Cell: 0725 710288

Mike Mbaya

Partner
Mbaya & Associates
P.O Box 45390 – 00100
Cell: 0733 248523

Steve Kyande

Commissioner KRA & BOM Chair
Itetani Sec School.
Medium tax departments (MTO)
Cell: 0734666104.