

MUGO GEORGE KANYAGO, MBA, CPA (K), B.COM

PO BOX 14082. NAKURU Phone: +254-725-835-557

Email: georgemugok@gmail.com

NATIONALITY: KENYAN

DATE OF BIRTH: 26th DECEMBER, 1985

Career Goal: Financial Analyst, Senior Accountant, Accounting Lecturer, Chief Executive Officer

Dedicated CPA with over three years of experience developing and implementing financial systems, strategies, processes and controls that significantly improve Profit and Loss scenarios. Expert in establishing accounting functions, systems and best practices; cost-reduction, automation and tax strategies; and lasting business relationships to ensure goal-surpassing fiscal performance. Computer skills include proficiency in computer operations.

Education

Master of Business Administration, University of Nairobi, 2018(Attained)

Certified Public Accountant (K), Achievers School of Professionals, 2014 (attained)

Bachelor of Commerce in Accounting (2nd class Hons.), Egerton University, Nakuru, 5/2011(attained)

K.C.S.E Certificate (B plain), Endarasha Secondary School, 2003 (Attained)

Trainings, Conferences, Seminars and Workshops

3rd December, 2019: Attended training on volunteerism by the United Nations Development Program (UNDP) held at Mt. Kenya University, Nakuru Town Campus.

21stNovember, 2019: Attended Seminar on the Kenya National Commission on Human Rights by Ruth Getombai, KNCHR Central Region Coordinator, held at Egerton University Law School.

10th-14th October, 2016: Attended Forced Migration Training Program by Kituo Cha Sheria, Kabarak University Law School, Egerton University Law School and UNHCR held at Egerton University Law School.

15th-16th September, 2015: Attended the International Public Sector Accounting Standards (IPSAS) Workshop by Institute of Certified Public Accountants of Kenya at Merica Hotel, Nakuru.

21st- 22nd July, 2015: Attended Budget Review and Tax Issues Seminar by Institute of Certified Public Accountants of Kenya held at Cathy Hotel, Nakuru.

10th-11th November 2015: Attended Financial Reporting (IFRS) Workshop by Institute of Certified Public Accountants of Kenya held at Merica hotel, Nakuru.

Experience

GEOMAX CONSULTING LIMITED-2014 to date

CONSULTANT

Charged with the responsibility of leading all consultancy assignments that the company is engaged in. My duties include but not limited to offering tax services, auditing services, registration of businesses and company names, strategic and business planning, conducting of training and surveys, book keeping and accountancy, conveyancing among other business support services. As the lead consultant, I am charged with the responsibility of making the organization grow through getting new clients, mentoring employees and ensuring their personal development to enable them contribute to the overall growth of the company and above all, ensuring that the daily operation of the organization runs smoothly.

KEY RESULTS

Have managed to migrate many tax payers to the current itax platform for ease of filing returns and other tax issues. Have also successfully been able to register a number of businesses and companies which are now operational. In addition, I have also been able to bring on board a number of clients who are happy and proud to be part of our winning team.

PURAC COMMERCIAL AGENCIES 11/2014

ACCOUNTANT

Did manual bank reconciliation and cashbook preparation, implementation of internal control systems, general managerial duties and supervision, general consultancy services, promotion of the business, conducting general conveyance work and consultancy services, keeping of all documents relating to accounting in custody, daily banking and collection of rent.

Key results:

Built a finely tuned accounting department, fostering a collaborative environment that improved productivity, individual accountability and team morale.

Revamped G/L, financial systems, reports and schedules to improve forecast precision and standardize reporting procedures.

COUNTY COUNCIL OF NAKURU-10/2010

ATTACHEE

As an attaché, I was exposed to various fields of operation and mostly in the accounting department. I was trained on manual bank reconciliation, customer care and relations as well as the operations of government offices and departments. It is during the same period that I learned how to relate with members of public while in a public office considering that such offices are host to many people with diverse backgrounds and expectations.

MIRUGI KARIUKI AND COMPANY ADVOCATES (2006-2010)

SENIOR CONVEYANCE CLERK-9/10

Advised clients on various issues of land lease, filling and filing claims at Business Premises Rent Tribunals Nakuru, conducting transfers of motor vehicles at Kenya Revenue Authority, registration of business names, obtaining PIN certificates from KRA for various clients.

Key results:

Demonstrated the ability to fill in at a moment's notice, quickly mastering new processes and work flows.

CLERK-10/2006

Conducted transfer of land and transfer of lease at lands office. Conducted transfer of lease at Municipal Council of Nakuru. Obtain consent of Land Control Board and Commissioner of lands for various transactions, e.g. charge. Filling tender applications, questionnaires for various institutions. Drafting charges for approval by advocates. Registration of charges at lands office. Raising fee notes to various clients which the firm has offered services to. E.g. banks and individual clients in accordance to the advocate remuneration order.

ASSISTANT CLERK (Conveyance department)-1/2006

Conducted certificate of official search at the lands registry. Filing conveyance documents e.g. transfer of land, lease and discharge of charge charges. Maintaining accounts records. Registering documents, e.g. caution, power of attorney and filing court documents.

TECHNOLOGY SUMMARY

Jogoo college-Certificate in computer operations.

HOBBIES

Travelling and touring. Above travelling and touring, I have a passion for reading informative literature and keeping tabs on current affairs.

REFEREES

HARRISON KAHIGA WAITINDI,
ADVOCATE,
MIRUGI KARIUKI AND CO. ADVOCATES,
PO BOX 1689-20100,
NAKURU.
0722860629
mirugi.mirugi@gmail.com

SAMUEL MUIRURI WANJOHI,
LECTURER,
PRESBYTERIAN UNIVERSITY OF EAST AFRICA (PUEA)
NAKURU.
0726534717
mmyasa2003@yahoo.com

DR. BRIAN SANG,
LECTURER,
EGERTON UNIVERSITY,
FACULTY OF LAW,
NAKURU TOWN CAMPUS.
0716165457
briansang.yk@gmail.com