

Peter Kariuki Maina

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Personal Profile

A detail-oriented and results-driven accounting and auditing professional with a proven track record of ensuring financial accuracy, compliance, and efficiency. I am equipped with strong analytical skills and a comprehensive understanding of accounting principles, financial regulations, and auditing standards. I am also adept at preparing and analyzing financial statements, managing budgets, and conducting internal and external audits to identify and mitigate risks.

Possesses excellent organizational and time-management abilities, enabling effective handling of multiple tasks within strict deadlines. Demonstrates strong interpersonal and communication skills, with a talent for collaborating with diverse teams, presenting complex financial data, and advising on cost-saving and strategic initiatives. I am dedicated to upholding the highest standards of integrity and professionalism while delivering exceptional value to organizations and stakeholders.

Education

Jun 2013

Certified Public Accountant (CPA) Part II, III

St. Anne's Catholic Institute

Jun 2010

Kenya Accounting Technician Certificate (KATC) Level I, II

St. Anne's Catholic Institute

Nov 2008

Kenya Certificate of Secondary Education

Gatimu Secondary School

Skills

- **Financial Reporting:** I have expertise in preparing accurate financial statements, balance sheets, profit and loss statements, and other financial reports in compliance with regulations and accounting standards.
- **Auditing Skills:** I am proficient in conducting audits, identifying discrepancies, assessing financial risks, and ensuring adherence to policies, and regulations.
- **Taxation:** I am knowledgeable in tax laws, regulations, and strategies for preparing tax returns, advising on tax planning, and ensuring compliance with local tax requirements.
- **Financial Analysis:** I have the ability to analyze financial data to identify trends, forecast future financial performance, and provide actionable insights to management for decision-making.
- **Budgeting and Forecasting:** I am skilled in creating, managing, and monitoring budgets, as well as performing financial forecasts to ensure optimal resource allocation and financial planning.
- **Internal Controls:** I have expertise in evaluating and implementing internal control systems to safeguard company assets, improve operational efficiency, and reduce financial risks.
- **Risk Management:** I have the ability to assess and manage financial risks, recommend strategies for mitigation, and provide insights into improving financial stability.
- **Attention to Detail:** Exceptional attention to detail and accuracy when preparing financial reports, conducting audits, and identifying discrepancies or errors in financial data.

- **Communication Skills:** I have strong written and verbal communication skills to effectively present financial findings, explain complex financial data.
- **Time Management:** I am effective at managing multiple tasks and meeting deadlines.
- **Problem Solving:** I am skilled at identifying financial issues or inefficiencies and implementing practical solutions to improve overall performance and operations.

Work Experience

Mar 2023 - May 2024

Two in One Ltd

Position: Accountant

Responsibilities:

- Maintained accurate and up-to-date financial records.
- Assisted in preparing budgets and financial forecasts.
- Analyzed financial performance and provide insights for decision-making.
- Prepared financial statements, including income statements, balance sheets, and cash flow statements.
- Identified discrepancies, errors, or inefficiencies and recommend corrective actions.
- Monitored and controlled costs to enhance profitability.
- Identified areas of cost reduction or efficiency improvements.

Apr 2017 - Aug 2021

Westtown General Supplies Ltd

Position: Accountant

Responsibilities:

- Maintained and updated financial records, including transactions, receipts, payments, and invoices.
- Ensured accurate and timely recording of all financial data.
- Assisted in the preparation of budgets and financial forecasts.
- Monitored spending and provide insights for cost control.
- Prepared financial statements, including balance sheets, income statements, and cash flow statements.
- Ensured the organization meets all statutory requirements.
- Reconciled accounts to ensure accuracy and completeness.
- Ensured compliance with labor laws and tax requirements.
- Analyzed financial data to identify trends, risks, and opportunities.
- Monitored and mitigated financial risks.

Sept 2012 - May 2017

Muthengera Hotel and Lodgings

Position: Internal Auditor

Responsibilities:

- Identified and evaluated potential risks to the organization's operations, finances, and compliance obligations.
- Developed and executed a comprehensive internal audit plan based on risk priorities.
- Assessed the design and operational effectiveness of internal controls across all departments.
- Recommended improvements to mitigate risks and enhance control systems.

- Conducted audits of financial transactions, processes, and records to ensure accuracy, compliance, and adherence to accounting standards.
- Performed operational audits to identify inefficiencies and opportunities for cost savings.
- Monitored and reported on compliance gaps and provide actionable recommendations.
- Analyzed financial and operational data to identify trends, irregularities, and potential risks.
- Collaborated with management to develop and implement practical solutions for identified issues.

May 2013 - Mar 2016

J.K. Mwangi and Associate

Position: Accountant

Responsibilities:

- Kept accurate records of all financial transactions.
- Provided forecasts to aid in financial planning and decision-making.
- Identified tax-saving opportunities while ensuring compliance with tax laws.
- Prepared financial statements, including income statements, balance sheets, and cash flow statements.
- Worked with internal and external auditors to facilitate the audit process.
- Provided insights to support strategic decision-making.
- Implemented and monitored internal controls to mitigate financial risks.
- Monitored and controlled costs to improve operational efficiency.
- Recommended cost-saving measures and strategies.

Other Positions Held

- **Jun 2024 to date:** Business (Electronic Shop)
- **Jun - Dec 2011:** Cashier and a Storekeeper at Matangari Enterprises.

Additional Information

Trainings and Workshop

- Certificate by African Transformational Leadership.

Hobbies and Interests

- Athletics, Sports, Community Work.

Referees

George Maina
Director, Westtown General Supplies Limited
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Simon Ngigi
Businessman
Telephone no: +254 722 568 359

Stephen Gitahi
Manager, Two in One Company
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