CPA DANIEL KAMAU MUGUKO

Key Professional Skills and Competencies:

- Proven ability to handle financial and general management reporting in the FMCG sector.
- Consultant and Trainer in Finance, Accounting and Credit (Debt) Management. Excellent Debt Collection Agent.
- Strong corporate and public finance systems management and reconciliation skills.
- Highly experienced in budgetary formulation, implementation, compliance checks and remedies.
- Excellent report writing skills, communication, analytical, planning, organizational and interpersonal skills.
- Thorough knowledge on statutory compliance, cost and tax accounting and aptitude in information systems auditing and supervision of staff in a competitive FMCG environment.
- Has advanced business reporting techniques using latest information communication technology such as MS Office (Word, Excel, PPT), IFMIS, SAP, Harvest + & Oracle ERP., QuickBooks Pro System and Aren Payroll System.

Personal Details:

- Date Of Birth: 29th April 1973
- Marital Status: Married
- Language: Proficient in English, Swahili & Gikuyu

Education and Professional Qualification:

- Masters of Business Administration (MBA-***MIS***), University Of Nairobi, September 2007 to December 2011;
- Certified Public Secretary (***CPS***), Strathmore School of Distance Learning, January 2005 to December 2007;
- Certified Public Accountant (***CPA (K)),*** Vision Institute of Professionals, January 2001 to December 2004;
- Bachelor of Arts Degree (***Economics***) Second Class Honors, Egerton University, June 1994 to December 1998;
- Kenya Certificate Of Secondary Education (***KCSE***), Nyandarua High School (B-), 1989 to 1992;

PROFESSIONAL EXPERIENCE

A-SENIOR DEBT COLLECTION MANAGER – Michex Ltd January 2019 to date;

Duties and Responsibilities;

- Credit Management Consultant and Trainer
  - Credit Policy Formulation, Implementation and Periodic Review
  - Accounts Receivables Management
  - Accounts Receivables Audit (A/R AUDIT)
  - Debt Collection Strategies
  - Commercial Investigations & Skip Tracing
  - Credit Referencing - CRB Status/Report/Clearance
  - Debt Recovery Legal Framework
- Financial & Tax Consulting
- Business Consulting, Audit and Statutory Returns
- Management Consulting
- Commission Agency Development

B-CHIEF OFFICER – DEPARTMENT OF INDUSTRIALIZATION, TRADE AND CO-OPERATIVES, COUNTY GOVERNMENT OF NYANDARUA, June 2017 to December 2018;

Duties and Responsibilities;

- The Accounting Officer and Authorized Officer in the Department. Responsible to the county Executive Committee Member and by extension H.E. The Governor;
- Management of Departmental financial resources in keeping with the Public Financial Management Act;
- Development and implementation of strategic plans and sector development plans;
- Implementing measures to build capacity, motivate staff, enhance skills and application of modern technology, concepts, and systems in service delivery;
- Formulating and implementing effective programs to attain Vision 2030 Goals and Sector Goals;
- Ensuring compliance with National Values and Principles of Governance and Values and Principles of Public Service as outlined in Articles 10 and 232 respectively, of the Constitution of Kenya 2010;

C-SENIOR ACCOUNTANT-METAL CROWNS LIMITED, July 2013 to June 2017;

Duties and Responsibilities;

- Providing significant supporting role to the Finance Manager and the entire finance information systems as a team member in the smooth management and control of the organization, including use of report writing skills in a competitive FMCG environment.
- Provision of finance systems reporting requirements & accounting processes in the decentralized system with all the relevant entities in line with IFRS framework and IASB guidelines.
- Supporting the entire finance team and other departments in Oracle systems applications and identification of users training needs. Developed and implemented sound accounts receivables policy ensuring efficient and prompt payment of invoices.
- Review of the trial balance and advice on various aspects of Revenue maximization and Costs minimization etc.
- Internal Audit function head

D-PART TIME AUDIT SENIOR/BUSINESS DEVELOPMENT MANAGER-NJOROGE KARANJA & ASSOCIATES (CPA (K)'s), January 2008 to December 2008 & October 2012 to June 2013;

Duties and Responsibilities;

- Designed and implemented audit, financial, managerial and operational strategies.
- Provided monthly management reports on various aspects of Audit assignments, Finance; Budgets, Revenue generation, Cash disbursement, Credit Control, Debt collection etc.
- Coordinated preparation and execution of client's audits ranging from statutory, tax, compliance, forensic etc. as per IFRS and IASB frameworks

E-SENIOR ACCOUNTANT – SUBSIDIARIES; MASTERMIND TOBACCO (K) LTD (January 2009 to 3rd October 2012;

Duties and Responsibilities;

- Generated and coordinated subsidiaries financial requirements & accounting processes in the decentralized system with all the relevant entities in a competitive FMCG environment.
- Reviewed, developed and managed the subsidiaries finance & accounting function as per IFRS and IASB frameworks, SAP FICO, HARVEST Plus & Systematic systems applications and identification of users training needs.
- Provided weekly and monthly management reports on various aspects of Internal Audit, Finance; Budgets, Revenue generation, Cash disbursement, Tobacco Purchases, Farmers Loans and Farm Inputs management etc. These conformed to statutory requirements, IFRS and IASB frameworks.

Other Significant Work Experience;

- **F.** Chief Accountant; B.S. Mohindra & Co. (K) Ltd (April 2001 to December 2007);
  Developed and implemented a strong credit management policy in a competitive FMCG environment. Internal audit head.
- **G.** Accounts Assistant; Wamaitu Productions (March 1993 To March 2001);
  Ensured prompt reconciliations of accounts receivables in a competitive FMCG environment. Internal and External audit contact person.

Membership;

- An active member of the Institute of Certified Public Accountants of Kenya (ICPAK) MN-4066

Notable Achievements;

- Ensuring prompt payment of assigned debts at ***Michex Limited***.
- Ensuring department runs smoothly through prudent financial planning and implementation at ***County Government of Nyandarua***.
- Ensures timely preparation of financial and general management reports ready for annual audit within 14 days after close of financial year at ***Metal Crowns Limited***.
- Strong in providing feedback for management decision making while mitigating risk at ***Mastermind Tobacco (K) Ltd***.
- Participates in ISO Certifications and their periodic renewal requirements while engaged in corporate governance matters at ***Mastermind Tobacco (K) Ltd***.

REFEREES

Please feel free to contact the under mentioned in regard to my competence, work ethic, performance and / or any other aspect:

Mr. Isaac Muchemi Kabugi – Operations Manager – Michex Ltd
P.O. Box 20632 – 00200 Nairobi, Kenya

Ms. Muthoni Wamuiya – CEC Member-Industrialization, Trade & Cooperatives - County Government of Nyandarua
Tel +254 723 710007
Email: m.wamuiya@gmail.com

Mr. Peter R. Gaitho - The Finance Manager - Metal Crowns Ltd, Nairobi, Kenya
Tel +254 722 616 586
Email: gaithorigii@yahoo.com

Rev Peter Ndung'u - Bishop/General Overseer - Overcoming Faith Ministries
Tel. 0711 288115
Email: ndungukamau@yahoo.com