CURRICULUM VITAE

NAME	TIMOTHY KARANJA NJOROGE
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CAREER ACCOMPLISHMENT

My experience in Darfur, Sudan with PAE Government Services has enabled me to fully grasp operations of project work and implement all aspects of project accounting.
I have been able to institute sound and comprehensive accounting system of project management and control
I have acquired the experience of working in a hostile environment where we are exposed to harsh climate and insecurity since Darfur is a highly insecure and volatile area.
Joined the Community Development Trust Fund (CDTF) and was able to implement internal control system to enhance project accounting systems and managing grants for EU and DANIDA funded project in Kenya.
I was able to streamline the accounting system in KIE (Kenya Industrial Estates Ltd-Financial Institution) to capture all payments related to clients loan repayment records, receipts and payments control, prepare cash distribution to stations, accurate posting to relevant accounts.
Introduced more accounting system for KIE disbursement and administration system.
Receive promotion and recognition due to outstanding performance in areas of project management and operations. Performed regular for projects funded by EU and DANIDA under a financing agreement
Currently working as Managing Partner of Njoroge Karanja & Associates, Certified Public Accountants and Leading a team of well motivated and trained staff who sacrifice their after work hours in order to meet the set deadlines.

Specialization
Risk management
Assessment of internal control systems
Internal audits
Development cooperation projects
Value for money audits
Fraud investigation
Good report writing skills

MANAGING PARTNER- NJOROGE KARANJA & ASSOCIATES CERTIFIED PUBLIC ACCOUNTANTS OF KENYA. OCTOBER 2007 TO CURRENT

Joined the audit firm as a Partner. The audit firm was registered in the 2007 and has since been in practice since then. The firm has conducted major audit for major firms including NGOs involved in project implementation, value for money audits and also assisted in forensic audit.

Engaged to perform the following responsibilities;

Managing the affairs of the audit firm with other Managing Partners.
Ensuring compliance with the quality control requirements
Planning, execution and completion of audit assignments
Supervision of audits and field work by audit staff
Preparation and endorsement of engagement letters
Planning and performing the audit and monitoring audit assignment by audit staff members.
Preparation of client's final financial statements
Conducting financial trainings
Fraud investigations
Liaising with KRA on tax returns
Ensuring compliance with the professional standards, legal and regulatory requirements
Attending audit meeting with clients
Any other managerial and technical duty as may arise

SENIOR INTERNAL AUDITOR- PAE (PACIFIC ARCHITECTS AND ENGINEERS LTD) AFRICA SUDAN JAN 2005 – JAN 2007

Worked in Darfur, Sudan with PAE Africa Government Services, an American Company performing services to support the successful accomplishment of the AMIS (African Mission in Sudan) mission. I am charged with the following responsibilities:

- Providing strategic direction in financial management of donor sites
- Cash verification officer. Assigned the responsibility to verify the accuracy of financial records and reports and participate in cash count validation for both SDD (Sudanese Dinars) and USD (United States dollars).
- Experience working with computerized accounting (ACCPAC)
- Checking cash expense spreadsheet on daily basis that reflects all receipts, payments and running balances of cash account as per PAE policy.
- Monitoring cash distribution to camp sites as per the budgets

- Ensuring accurate returns from sites including supporting documents.
- Liaising with external auditors.
- Checking cheque and cheques payment for suppliers and ensure bank reconciliation are done on monthly basis.
- Confirm that all procurements procedures are followed before any payments
- Posting to Solomon accounting system all the procurement documents including purchase orders and correcting all the errors.
- Maintenance of general ledger, recoding and posting.
- Checking of PDL (Payroll distribution List) for the entire local national and ensure that salary is paid as per laid down terms.
- Ensuring all documents from all the sites including head office and ensure that they are sent to WDC (Washing Head Office).
- Attend regular meetings to review project performance and other urgent matters.

Kenya Industrial Estate Limited
Senior Accountant 2002- 2004

- Ensuring proper maintenance of the general ledger and postings in compliance with the company's policies.
- Assisting in analyzing business loan application forms to determine loan sizes
- Training of loan applicants in preparation of business plans
- Field visit to business premises to confirm operations and locations
- Preparing quarterly financial reports
- Preparation of financial and credit management reports on loan portfolio
- Reviewing actual expenses against the budgeted amounts and analyzing the variances
- Supervising on dairy basis preparation of vouchers, collections and banking
- Preparation of branches performance targets.
- Liaising with other department for overall performance
- Attending internal review meetings and arrears committee
- Supervising handing over exercises both internal and the branches.

Senior Accountant-Credit Control Department -2001- 2003

- Summarizing of all loans and mortgage accounts
- Reconciling of loan and mortgage accounts
- Ensuring proper posting of all payments
- Monitoring of station performance in terms of debt recovery, portfolio growth and profitability
- Assisting in the implementation of management decisions
- Assisting in the monitoring and acting on field reports, audit recommendation.
- Preparing management reports

Senior Project officer-1998-2000

- Assessing loan application from potential loan applicants
- Assisting applicants in the preparation of business plans
- Visiting businesses and assessing their viability
- Conducting C.O.P (Client orientation programme) training and seminars
- Recruiting applicants and presenting their cases to the loan approval committee
- Ensuring the proper disbursement of funds
- Ensuring prompt loan payment
- Business advisory services
- Cash remittances, banking and accurate loan statement
- Liaising with Government departments and other donor agencies

Project Officer –GTV Aided Project (informal Sector Programme-K.I.E) 1996-1998

- Assessing credit projects in Kisii, Bungoma, Nakuru
- Financing Jua Kali Businesses
- Liaising with Ministry of science and Technology on implementation
- Ensuring proper funds management
- Conducting Training on business plans and accounting systems
- Projects follow up and cash disbursements.
- General office administration
- Safe keeping of all documents

Manager-Viwanda Saving and Credit Co-operative (for K.I.E Staff) 1993-1996

- Ensuring effective management of the SACCO
- Liaising with the management committee for implementation of policies
- Liaising with the staff from the Ministry of co-operative development
- Preparing all meetings (committees and members annual general meetings)
- Preparation of annual budgets
- Supervising the staff in all accounting aspects and safeguarding of SACCO assets.
- Organizing annual general meetings and special general meetings
- Liaising with auditors in preparation of financial records

Audit Officer-Ministry of Co-operative Development 1990-1992

- Auditing Co-operatives and preparing audited financial statements
- Supervising Sacco societies in Nyeri District. This includes attending to management meeting.
- Regular inspection of their financial records
- Inspection of loaning procedures
- Attending members general meetings and presenting audited accounts
- Conducting investigation due to fraud and embezzlement of member's funds

Teacher (Un-trained teacher) in secondary School 1987-1988

- Taught in Kiairia Secondary School
- Taught in Kiambururu Secondary School

EDUCATION AND TRAINING

Professional Education

- C.P.A 1
- C.P.A 2
- C.P.A. 3
- Registered with Accountant Board of Kenya (RAB)
- Registered as a Certified Public Accountant
- Computer Accounting packages-Excel, Word, Quick books, Sage, ACCPAC
- Credit management and control
- Project Management and administration.
- Issued with Practicing license as an Auditor

Academic Education

- Kenya Certificate of Education (KCE)-Second division Githiga High School
- Kenya Advanced Certificate of Education (KACE)-3 Principals Usenge High School
- Diploma in Management and Administration-Co-operative College of Kenya
- Bachelor in Business Administration (Accounting option)

Training and Courses Attended

- Credit Management course
- Chattels valuation
- Time management and delegation
- Debt management and control
- Staff development programme
- Project evaluation and management
- Human resources management
- Advocacy
- Team Building

- Various courses with ICPAK
- Functional Analysis Framework
- Conducting an Internal Audit
- Forensic Auditing

Professional Membership

- Member of Institute of Certified Public Accountant Of Kenya (ICPAK-MNO.4471)
- Member of the Kenyan Chapter of Association of forensic Auditing
- Member of ISACA (Information Systems Audit and Control Association)

Key skills and Competencies

- Preparation of financial accounts for organization
- Performing periodical audits
- Financial training
- Business plans preparations
- Tax and other statutory returns preparations

REFEREES

1. Mr. Elias K. Kiragu
   Chief Accountant
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