

CPA ADEN MUSA MOHAMUD



Address: P.O. Box 1438-70100 Garissa – Kenya
Mobile Phone No.: +254 – 728 457552
ID Number: 2686537
Disability No. NCPWD/P/394372
Email: amusa064@gmail.com
Date of Birth: October 10th 1989
Nationality: Kenyan

Career Profile

I am a fully qualified, experienced and dynamic professional who seek to build a successful career in Financial management, auditing and Community outreach in general to aid institutional Development and Decision making. Seeking to work in an Organization that offers contact with the community through research and Committed to deliver innovative solutions Where I can maximize my skills and experience in a challenging environment to achieve the corporate objectives. A result-oriented, creative and reliable team player who strives for excellence in all tasks handled.

Academic and Professional Qualifications

Courses Done	Institution	Year
PhD in Finance, Ongoing	Dedan Kimathi University of Technology (DeKUT)	Jan 2021 - date
M.B.A Finance	Moi University	Jan 2016 – December 2017
Bachelor of Arts-Community Development	Moi University	July 2009 -July 2013
Professional Certification (CPA K)	College of Manifested publishers.	May 2015-to April 2022
Certificate in Senior Management Course (SMC)	Kenya School of Government (KSG).	May to July 2023
Certificate in QuickBooks	QuickBooks East-Africa Consultant	Jan –Feb 2014
Computer packages	Augab Computer college	April 2008
Executive certificate of proficiency in insurance	College of insurance/IRA	Oct – Nov, 2017
Certificate in mentorship programme	Rosa Luxemburg stiftung	2016-2018

Kenya Certificate of Secondary Education (KCSE)	County High School Mean grade: B (Plain)	2004 – 2007
Kenya Certificate of Primary Education (KCPE)	Jaribu Primary School	1997-2003

JOURNALS

Publication	Institution	Year
Board structure and financial performance of listed firms in Nairobi securities exchange. The moderating effect of CEO's power	International Journal of innovative research in management studies (IJIRMS)	November, 2017

Professional Membership/Subscription
<ul style="list-style-type: none"> • Institute of Certified Public Accountants of Kenya (ICPAK) • Institute of Internal Auditors-Kenya (IIA)
Personal Attributes
<ul style="list-style-type: none"> • Honest and Reliable. • Good Team player. • Good interpersonal and initiative skills. • Good analytical skills and results oriented. • Creative and self-motivated. • Able to work with minimum supervision and meet tight deadlines. • Ability to work with people from different cultures. • Ability to meet deadline, cost, and quality requirements for outputs. • Ability to share relevant information among the colleagues. • Writes clearly and effectively, adapting wording and style to the intended audience. • Actively identifies opportunities for and promotes organizational change.

Languages
<ul style="list-style-type: none"> • Kiswahili – Fluent • English– Fluent • Somali – Fluent

Computer skills
<ul style="list-style-type: none"> • MS Word • MS Excel • MS Spreadsheet • Drop box • Enterprise Resource Planning (ERP) • MS Access Database

- Accounting Software – QuickBooks, Memory Microsoft & ERP

Work Experience		
Duration	Employer	Role
Feb 2023 – Date	Garissa University	Ag. Head of Finance
Main Responsibilities <ul style="list-style-type: none"> Provide periodic reporting on finance matters as determined by IFRS and to ensure follow up actions' items are closed as required. Maintain accurate and timely financial documentation and data, and report on contract commitments, disbursements, spend and cash flow projections. Spearhead development & consolidation of the entity's annual budget making process. Provide financial expertise and advice internally to the University Management Board on the development and implementation of comprehensive financial strategies. Ensure there are adequate business controls to ensure the safeguarding of the University's assets. 		
July 2021 – Jan 2023.	Garissa University – IPSS Programme	GaU IPPS Project Accountant
Main Responsibilities/Roles Performed <ul style="list-style-type: none"> Assist and advice the IPSS Directorate on the management of the donor funds Preparation of quarterly and annual expenditure returns for the donor project Preparation of Quarterly and annual financial report for the donor fund received. Participate on the development of project proposal and give input on the financial requirement and estimates. 		
February 2018 – to January 2023.	Garissa University	Accountant-Head of Examination, Financial Reporting & Bank Reconciliation Section
Main Responsibilities/Roles Performed <ul style="list-style-type: none"> Ensures that amount being paid is reasonable and the computation are arithmetically correct Ensures that payment has not been made previously by reference to relevant ledgers and payment records Ensures that the payment is in accordance with the relevant Council & Management decisions Ensures that the cost is coded to the appropriate cost center Ensures that the request is justified and is supported by relevant documentary evidence Performs monthly bank reconciliation report by the 5th day of the following month Ensures all unrepresented cheques are cleared in a timely manner Management report Preparation of Quarterly and Annual financial statements Handling audit queries in relation to the financial statements Coordinate with other departments to ensure timely reporting is adhered to in relation to quarterly and annual reports Spearheads the automation of financial reporting and electronic data processing. 		

February 2015 – to January, 2018	Garissa University	Accountant-Head of Expenditure & Personal claims Section
Main Responsibilities/Roles Performed <ul style="list-style-type: none"> • Maintain creditors ledger/records by receiving and posting invoices • Preparation of monthly expenditure reports • Produce General Ledger (GL) inputs • preparation of monthly payroll reconciliation reports • Ensures timely submission of statutory deduction and PAYE returns • Liaise with Cash office and ensures that all withheld tax e.g. tax on allowance, contractual and consultancy services are submitted in a timely manner • produce GL inputs • Prepares part-time payments. • Play critical role in tender processing including bid analysis 		
September 2017 – to Date	Garissa University & Umma Universities	PART-TIME LECTURER
Main Responsibilities/Roles Performed <ul style="list-style-type: none"> • Teaches international Finance-Bachelor • Teaches business law 1 – Bachelor • Teaches cost accounting - Bachelor • Teaches Corporate Finance – Bachelor • Financial institutions & Markets – Bachelor • Public Finance & Fiscal Policy - Bachelor • Teaches project management - Diploma • Teaches introduction to organizational behaviors - Diploma • Prepare examinations, invigilates and mark the exams • Supervise students for research programmes 		
May 2014 to Jan 2015	Crescent Takaful Sacco (CTS)	Branch Manager
Main Responsibilities/Roles Performed <ul style="list-style-type: none"> • . Prepared monthly financial report and submit the back-up to the main office • Organize and spearhead sensitization forum which used to benefit the business of the Sacco • Reconciling cash in hand and system entries as well as daily reporting • Outlet relationship management • Prepare a comprehensive monthly sales report • Generate, audit and mail client invoices to assist in cash flow and make subcontractor invoice payments. • Petty cash management • Reconcile the daily and monthly financial transaction 		
August-Oct 2014	EDC/YYC NEP	Project Accountant (Consultant)
Main Responsibilities/Roles Performed <ul style="list-style-type: none"> • Prepare and revise elaborate vendor's invoices • Prepare payment vouchers • Writing cheques • Key in all financial transaction i.e. petty cash, local currency(LC) & USD transaction • Scanning, filling and stamping payment vouchers 		

<ul style="list-style-type: none"> Assist the finance & admin manager for the preparation of the monthly financial report Assist in the reconciliation of the monthly financial transaction. I.e. bank a/c & cashbook 		
July 2013 – April 2014	EDC/YYC NEP	M&E Assistant
Main Responsibilities/Roles Performed <ul style="list-style-type: none"> Participate in the Design, data collection and analysis of surveys and routine data. Spearhead and coordinate in collaboration with M&E Coordinator the development and timely submission of quarterly reports for the donor, as well as other required reports by synthesizing the project activity reports from all the project activities Work closely with M & E colleagues to design activities to strengthen the capacity of the programmes. Conduct data verification of YYC NEP Baseline survey forms and conduct phone calls follow up on surveys. Do regular monitoring visits with the M&E Coordinator to project implementation sites for an increased impact. 		
April – November 2012	G-Youth Project inc EDC	Finance Assistant (Intern)
Main Responsibilities/ Roles Performed <ul style="list-style-type: none"> Petty cash management Aid in the preparation of Financial report Maintaining accurate and up-to-date financial records. Scanning & filling all financial documents Organize & maintain records of financial documents e.g. accountable documents Playing logistical role. Inventory taking. 		
JAN-DEC 2008	Water Point Enterprise	Account Assistant
Main Responsibilities/ Roles Performed <ul style="list-style-type: none"> Writing checks Stock taking Making payments Aid in Payroll preparation Maintaining accurate and up-to-date financial records. 		

Hobbies
<ul style="list-style-type: none"> Playing football Reading novels Traveling, Socializing and network creation

REFEREES

1	NAME	Prof. Ahmed Osman Warfa, (PhD)
	ROLE	Ag: Vice Chancellor
	ORGANIZATION	Garissa University
	ADDRESS	P.O. Box 1801 – 70100 Garissa
	TELEPHONE	+254-722583900
	EMAIL	ahmedosman45@gmail.com/vc@gau.ac.ke
2	NAME	CPA Mohamed K. Aden
	ROLE	Finance & Administration Manager
	ORGANIZATION	IPOA
	TELEPHONE	254-7222227102
	EMAIL	Mkadan114@gmail.com
3	NAME	CS Salah Farah,
	TITLE	Registrar Administration & Planning
	ORGANIZATION	Garissa University
	TELEPHONE	+254 711549239
	EMAIL	salahfarah@gau.ac.ke