

CURRICULUM VITAE

HANNAH NYAMBURA NDUNGU

P.O. BOX 721- 00621 NAIROBI, KENYA.

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DATE OF BIRTH: 26 OCTOBER ,1977

GENDER: FEMALE

MARITAL STATUS: MARRIED WITH THREE CHILDREN

RELIGION:CHRISTIAN

LANGUAGES: ENGLISH, KISWAHILI, KIKUYU.

CAREER OBJECTIVE

To advance my career by working for an organization that will both effectively challenge me and make use of my experience and skills with a view of achieving the organization's mission and vision.

EDUCATION

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| 2013 | UNIVERSITY OF NAIROBI <ul style="list-style-type: none">▪ Masters in Science (MSC) Finance) |
| 2003–2005 | THE CATHOLIC UNIVERSITY OF EASTERN AFRICA <ul style="list-style-type: none">▪ Bachelor of Commerce, Finance Option. |
| 1997 –2002 | VISIONS INSTITUTE OF PROFESSIONALS <ul style="list-style-type: none">▪ Certified Public Accountant Kenya (CPAK) |
| 1992–1995 | KAMBUI GIRLS HIGH SCHOOL <ul style="list-style-type: none">▪ Kenya Certificate of Secondary Education (KCSE) |

PROFESSIONAL QUALIFICATIONS

CERTIFIED INTERNAL AUDITOR (CIA)

ACCREDITATION IN QUALITY ASSESSMENT/VALIDATION

CERTIFIED INFORMATION SYSTEM AUDITOR (CISA)

CERTIFIED PUBLIC ACCOUNTANT (CPAK)

SOFTWARE &COMPUTER SKILLS

Auditing Tool:	IDEA Data Analysis Software
ERP system :	Sage ACCPAC, Navision
Accounting packages:	Quick book
Spread sheets:	MS-Excel.
Word processing	Word perfect, MS-Word.
Communication:	E-Mail.
Presentation:	Power point

CERTIFICATIONS

2013 PUBLIC PROCUREMENT OVERSIGHT AUTHORITY

PPOA Training on Public Procurement

2012 KENYA BUREAU OF STANDARDS

Internal Quality Auditor

2011 ETHICS AND ANTI CORRUPTION COMMISSION

Integrity Assurance Officer

Integrity Testing Programme Officer

EXPERIENCE

UNIVERSITY OF NAIROBI ENTERPRISE & SERVICES LTD

November, 2011 – To date

Head Internal Audit

- Managing the Internal Audit function.
- Facilitating the Audit Committee meetings through the Managing Director and provides the committee with a secretariat.
- Formulate annual audit plan in consultation with the Managing Director and Chairman Audit Committee.
- Implement the annual audit plan and any other special tasks assigned by the Managing Director and Audit Committee.

- Present quarterly comprehensive audit reports or as the case may define concerning activities audited to the Audit committee.
- Evaluating the effectiveness of internal controls in the organization
- Facilitating the development of a strong internal audit team through training
- Facilitating the conduct of audit by the external auditors-Kenya National Audit Office.
- Carrying out systems control audit through computerized systems
- Ensuring compliance of financial statements with IFRS and ISA policies and procedures/ guidelines and professional ethics
- Managing staff performance appraisal within the unit.
- Implementation of Performance Contracting targets and ensuring their achievement.
- Recommending effective cost reduction strategies for adoption by the Company.
- Perform any other duties as may be directed by the Managing Director.

THE CATHOLIC UNIVERSITY OF EAST AFRICA

Head Internal Audit

- Facilitating the Audit Committee meetings through the Vice Chancery and provides the committee with a secretariat.
- Planning and organizing the activities of the Internal Audit department.
- Implementing annual risk based audit plan which fulfils the responsibility of the department as per the Audit Charter.
- Reviewing and approving audit programs and time budgets
- Reviewing and evaluating the work papers of completed projects to be certain that adequate documentation has been gathered and that the work papers document and provide an adequate basis for reporting.
- Reviewing draft audit reports in connection with work papers to assure full and complete reporting in a professional manner prior to approving Final reports.
- Recommending effective cost reduction strategies for adoption by the university.
- Presents findings and recommendations concerning activities audited to the Board Audit committee.
- Perform any other duties as may be directed by the Vice Chancery.

February, 2006 – December, 2008

Deputy Internal Auditor

- Assist in the planning phase on assigned assignments of an audit.
- Assist in the process of evaluating the adequacy and effectiveness of internal controls.
- Execute detailed audit procedures, including reviewing transactions, documents, records, reports, and policies and procedures for accuracy and effectiveness.
- Prepare working papers which record and summarize the procedure

performed.

- Assist in developing recommendations for a corrective action\ improvement.
- Provide assistance to external auditors as requested.
- On-the- job training and supervision of audit assistant(s).
- Preparation of comprehensive of written reports.

THE AGA KHAN UNIVERSITY HOSPITAL

September, 2000– January, 2006:

Internal Auditor

Carrying out reviews and giving improvement recommendations on;

- Compliance with policies, plans, procedures, laws and regulations which could have a significant impact on the hospital operations.
- Means adopted to safeguard assets.
- Economic, efficient and effective use of resources.
- Reliability and integrity of financial and operating information and
- Following up on implementation of recommendations.

KOIMBURI TURKER AND ASSOCIATES (CPAK)

October, 1998–August, 2000

Audit Assistant

- Auditing of Financial statements
- Preparation of Financial Statements.
- Presentation of audited accounts in the AGMs.
- Tax computation
- P.A.Y.E audit.
- V.A.T audit.
- Carrying out Systems audit.
- Invoicing and debt collection.
- Audit of projects in Non Governmental Organizations.
- Preparation of accounts on Dissolution of partnerships.
- Supervision of annual stock take exercises.

PERSONAL ATTRIBUTES

Integrity and committed to the highest ethical and professional standards with over ten years audit experience. Always looking forward to learn new things. Strengths include:

- Good Financial Management and Accounting skills.
- Team Player
- Dynamic and inspirational.
- Innovative
- Focused
- Integrity
- Strong analytical, writing, organizational and communication skills.

MEMBERSHIP

- | | |
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| ▪ Institute of Certified Public Accountant (CPA). | KENYA |
| ▪ Information Systems Audit and Control Association. (ISACA) | U.S.A |
| ▪ Institute of Internal Auditors.(IIA) | U.S.A |

ACHIEVEMENTS

- Ranked by KASNEB as the 2nd best student in the country in C.P.A II Section 3 June 1999 examinations in Business Finance and was awarded a certificate of commendation by Vision Institute of Professionals
- Was featured as the star of the month in the March 2009 Accountant magazine by the Institute of Certified Public Accountants Kenya (ICPAK).

INTERESTS

- Making friends, listening to music, knitting and swimming.

REFEREES

Yusuf Omari

Barclays Bank of Kenya.

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Mr. Daniel Karuga

KPMG East Africa

Senior Manager – Risk Consulting

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Mr. Peter Igiria

Chief Internal Auditor

University of Nairobi

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