



CONTACT

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Mombasa, Kenya

EDUCATION

2019-2024

KIRINYAGA UNIVERSITY

- BACHELORS OF COMMERCE(FINANCE)
- SECOND CLASS(Lower Division)

2015- 2018

KWALE HIGH SCHOOL

- KCSE (C+)

SKILLS

- Analytical Thinking & Problem-Solving
- Team Collaboration & Leadership
- Customer Service Excellence
- Adaptability
- Microsoft Excel (Intermediate)
- Data Entry & Validation
- Loan Software (Microfinance platforms)
- QuickBooks (Basic)
- Microsoft Office Suite (Word, PowerPoint, Outlook)

REFERENCES

CPA MBA Biasha Gasare
Director, Audit Division County
Government of Kwale
+254729725516

Salim Mnyeto
Assistant Manager K-Rep Dzombo
Financial Services Association
+254111986799

BRIAN KIOKO

FINANCE PROFESSIONAL

PROFILE

Results-driven Finance Officer with a Bachelor of Commerce (Finance) degree and hands-on experience in microfinance, auditing, and financial operations. Skilled in cash management, audit support, data analysis, and financial reporting, with a proven record of maintaining 100% transaction accuracy and supporting compliance with regulatory standards. Experienced in customer service and stakeholder engagement, combining strong analytical skills with excellent communication and adaptability. Adept at leveraging tools such as Microsoft Excel, QuickBooks, and loan management software to enhance efficiency and accuracy in financial processes.

WORK EXPERIENCE

Stock Taker - Feb- April 2025

The Office Supermarket, Mombasa

- Conducted comprehensive inventory counts and maintained accurate stock records across multiple product categories
- Tracked and monitored stock movement, identifying discrepancies and coordinating with management for resolution
- Assisted in updating inventory management systems and generating stock reports for procurement decisions
- Collaborated with store teams to ensure proper documentation of goods receipt and dispatch processes

Cashier & Customer Service Intern- June 2024- Nov 2025

Dzombo FSA, K-Rep Fedha Services

Kwale County

- Managed loan disbursement processes with 100% accuracy, achieving zero discrepancies during monthly reconciliations
- Processed customer loan applications and tracked payment schedules to ensure timely collections
- Provided exceptional customer service, handling inquiries and resolving loan-related issues efficiently
- Assisted in preparing financial reports and maintained accurate record-keeping systems for loan portfolios
- Collaborated with senior staff to ensure compliance with internal financial policies and microfinance regulations
- Gained practical experience in customer relationship management and financial documentation procedures

Internal Audit Attachment- May 2023 - August 2023

Finance Department,
County Government of Kwale

- Assisted senior auditors in conducting comprehensive audits across multiple government departments
- Supported data collection and analysis processes, improving data classification efficiency by 25%
- Participated in identifying compliance issues and learned corrective measure implementation procedures
- Gained exposure to government accounting standards and regulatory requirements
- Developed practical skills in audit procedures, documentation, and report preparation
- Enhanced understanding of public sector financial management and procurement processes