



COMPANY PROFILE

INTRODUCTION

C.M.Maingi and Company is a locally incorporated accounting firm. We are based at Shelter Afrique House, Mamlaka Road, Nairobi. The firm started with the basic objective of offering Accountancy and Taxation services, together with simplified and practical business solutions to small, medium and large companies. The firm is run by dedicated consultants, backed by equally experienced staffs who offer quality service to the clients.

Our aim is to attain and maintain clients by always analyzing their needs and offering advice on best improvements, in line with the changing world and taking into consideration their financial status.

1 .MISSION AND OBJECTIVES:

- To create awareness regarding the importance of good business practices among small, medium and large business concerns in Kenya.
- To provide high quality customized services in accounting, auditing, taxation, management consultancy, project research and analysis and training to all organizations including local authorities, government departments and development agencies.
- To equip small, medium and large business concerns with sound accounting and business management skills through training
- To contribute to the development of accountancy, financial reporting and professional management in Kenya.

2 .OUR VISION:

C.M. Maingi & Co. aspires to be one of the leading players in the financial consultancy sector.

We will continue with our investment in people and Information Technology to encourage professionalism, innovation, continuous improvements, teamwork, communication, integrity, transparency, trust and respect, the fundamentals to our success.

HEAD OFFICE CONTACTS

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Tel: +254(20)2719264, 2721267
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NAKURU BRANCH

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REGIONAL OFFICE

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3.OUR SERVICES:

The services have expanded from the traditional accounting, auditing, and taxation. The firm today consults on a wide field that includes Financial Management, information and Communications Technology, Human Resources, Secretarial Services, and Project Research and Analysis.

3.1 CORE SERVICES:

3.1.1 Audit & Investigation.

Conducted by carrying out proper assessments of systems, processes, control and efficiency, using very innovative approaches.

Audit

- Statutory audits in compliance with professional standards and legal requirements relevant to the particular organization, i.e. the Companies Act, Local government Act, Co-operative Society Act, Banking Act etc.
- Management audit and advice on internal controls and systems.
- Special audits designed to achieve particular objectives specific to each organization.

Investigation

- Fraud investigation and forensic auditing.
- Value for money audits that address the effectiveness and efficiency with which the organization carries out its functions.

3.1.2 Accounting

It is always our desire to see that the client's records are complete and up to date and properly maintained. To help realize this goal, we offer the following services:-

- Simple performance statements for small, medium and large sized organizations.
- Preparation of accounts for businesses and co-operatives, from the basic book-keeping records, through the general ledger procedures to preparation of annual reports and financial statement.
- Development, implementation and maintenance of financial systems (both manual and computerized) that ensures accurate recording of all financial transactions of the organization.

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3.1.3 Tax Consultancy

- We provide top-rate advice on corporate and personal taxes to diverse clients
- Giving advice to the clients on all tax legislation including income tax, V.A.T, Customs & Excise duties and other levies
- Filing of tax and other returns on behalf of clients
- In depth tax audits, back duty investigation and V.A.T refunds
- We offer basic human resource on enhancement to the clients on the administration and payment of taxes.

3.1.4 Management Consultancy

The firm offers the following services in this line:

- Feasibility studies on new projects, new ventures or business, business valuations and preparation of project proposals
- Formulation of operational procedures and financial business plan for desired strategies.
- Strategic planning
- Financial analysis
- Investment and project appraisal
- Developing manuals for financial procedure and reports tailored to business and industry.

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3.2 OTHER SERVICES

3.2.1 Information Technology

In collaboration with our associates, we offer the following services:

- On premises computer training for client's staff
- System development and design
- Software appraisal and selection
- Computer systems audit and software consultancy

3.2.2 Human Resource Services

We care about the quality of staff our clients employ. To ensure that the best in the market are engaged, we provide the following services:

- **Staff Recruitment**-We engage the services of consultants from other technical fields to enable us recruit a wide scope of professionals for our clients.
- **Training**-The firm provides in-service, tailor made training in Accounting, taxation, information technology and management. We also design a training and development strategy to meet the needs of the client in line with the industry requirements.

3.2.3 Secretarial Practice

- Business start-up advisory services
- Company formation and registration of business
- Floatation advice and preparation of prospectus
- Preparation and submission of loan solicitation documents to financial institutions on behalf of our clients

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4. STAFF

To deliver on our commitment, we believe our employees are the engine of growth.

C.M.Maingi & Company is dedicated to providing its employees with a healthy and productive working environment. This is made possible in part through our highly experienced and professional management, who endeavor at all times to foster values of teamwork and excellence amongst staff. We encourage continuous improvement in our people's skills and knowledge.

The firm is run by:

Partners and associates

- Charles Maingi- Incharge of finance, projects and regional offices.
- George Kilonzo- Incharge of Tax, Audit, Compliance and Administration
- Suleman S. P. Dharshi- Incharge of Business Advisory
- Paul Njihia- Incharge of Research & Legal Advisory
- Premji Alkarim- Incharge of Financial Advisory & Information technology
- Tariq Rasool – Incharge of Nakuru operation

Senior Staff

- Gladys Muhia - Office and Administrative Manager
- William Mwangi – I.T and Audit Manager
- Catherine Wanjiku- Audit Manager

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ASSOCIATES PROFILE

4.1.1 Charles Maingi

A qualified Certified Public Accountant (CPA) holding a bachelor of Commerce degree and a member of ICPAK & ICPAU.

Has attended various on-job training, workshops and seminars which keep one updated on career knowledge and socio-economic issues which impact in one way or another on organizations as they endeavor to achieve their goals and objectives.

Has a good working experience and exposure having worked with many private organizations and NGOs on various audit/finance assignments.

The above skills are backed with a good working knowledge of computers. In the course of his working assignments, Charles has used several computer packages such as Microsoft Word, Excel, and Pastel and Turbo soft payroll package, Aren payroll package and has acquired the skill of finding his way around of working with different computer packages in getting tasks and work assignments done.

Working experience of over 22 years in the field of Audit, Taxation, Financial Management and consultancy. Having started his training with Ernst & Young in 1983 as a trainee raising to Audit Senior in six years to 1989 and thereafter in the Finance department of a number of organizations mostly as the head of the department. These organizations include NAS Airport Services, Car and General and Comtec Group among others.

Charles has handled audit assignments in a number of organizations including among others the following:

- Kenya Airways
- National Bank of Kenya
- Central Bank of Kenya
- Rural Urban Finance
- Alliance group of Hotels
- AAR
- NHIF Staff Pension Fund
- Kenya Reinsurance Corporation
- Saudi Arabian Airlines Staff Pension Fund
- Alexander Forbes

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4.1.2 George Kilonzo

George has been an Audit & Taxation Manager for Kassim Bharadia & Co. for 20 years and the financial Controller of Apex Africa Investment Bank Ltd for 4 years. He is well experienced in Audit assurance and internal audit. He is equally experienced in liaising with Kenya Revenue Authority (KRA) attending appeals and tribunals, dealing with technical issues, handling investigations and routine tax work

Some of the important audit assignments handled over the period include the following:

- Save the Children Sweden – Half yearly interim, field and year end audits
- MSF France- Year end Audits
- MSF Spain- Year end Audits
- Highlands Mineral Water Co. Ltd – Year end Audits
- Mac's Pharmaceuticals Ltd-Internal, VAT and Year end Audits
- The Dogra Engineering Co. Ltd-Internal, VAT and Year end Audits
- Software Technologies Ltd-Internal, VAT and Year end Audits
- Pension Schemes: Uchumi Supermarkets, Imperial Bank, Jomo Kenyatta Foundation, KPCU, Redlands Roses Ltd, Sadoline Paints (EA) Ltd etc
- Centre Park Plaza Ltd-Year end Audits
- Primrose Properties Ltd- Year end Audits
- K.B. Sanghani & Sons –Year end Audits

4.1.3 Suleman S.P. Dharshi

He has experience over 25 years in Financial, Accounting and Administrative support services including sales and purchasing in the private sector in Kenya. Formal accounting training received from various institutions. Skills in operating and managing businesses complimented by a solid knowledge of financial and accounting procedures.

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4.1.4 JULIUS MUINDE

A member of the of the Certified Public Accountants of Kenya and the Institute of Certified Public secretaries of Kenya holds a bachelor of commerce degree (accounting option).

He has extensive experience in the provision of Company Secretarial services, Audit, taxation and consultancy services. This experience is backed up by high quality training in the respective fields. He is also involved in community based organizations to impact the economy in general and improve the lively hood of Kenyans

Some of the major audit clients handled include Kenya Reinsurance, Kenya Airways, National Bank of Kenya, African Tours & Hotels, Kenya Television Network (KTN), The Cassman Brown Group, H Young & Company, Ryce Motors, Sasini Tea, National Pencil Co Ltd, Sunbird-Air Kenya, Geosurvey Kenya Ltd and others.

Some of the consultancies he has been involved include:-

Ministry Of Water & ASAL

This involved training Communities in Arid & Semi Arid areas to take over the management water projects funded by the EU.

National Water Conservation & Pipeline Corporation.

Participated as an associate consultant in this study whose principle objectives were to improve the revenue collection, develop sound accounting, financial management, personnel and to design a flexible management information system responsive to the functional and administrative needs of the corporation.

Development finance institution

Participated as associate consultant in restructure of Industrial Development Bank (IDB) and Industrial & Commercial Development Corporation (ICDC). This project funded by the World Bank, involved the restructure of two major Kenyan finance institutions and approximately 25 of their portfolio investments.

Nairobi City Council

While in Panel Bellhouse Mwangi participated in the World Bank project for reconstruction of the water

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5. CLIENT PORTFOLIO

Our client relationships are more than just business, partnerships, we aim to understand people as well as business and build long-standing relationships based on mutual respect and trust.

We care about the success of our clients and are committed to delivering value. We adopt a professional approach and deliver on enhanced level of service.

Our client list includes the following:

<u>Organisation</u>	<u>Contact person Telephone</u>
Consultancy and NGO's	
• The African Forests Trust Fund	Helen Thornton – Helen@african_forest.net
• East African Institute of Architects Bursary Fund	David Mutiso 3747914
• Aga Khan Foundation	Florence Muchiri 0733506500
• Light Up (East African) Foundation	Elesh Gheewala 2716340
• Miles P R Consultants	Sarah Malinda 0722267541
• Friends of Londiani	Martin Ballantyne 0723472809
• Rock Fellowship Ministries	Rev. Dr.David Hatley 020-2013647
• Incofin Africa	Stephane Sapor 0731957872

Manufacturing Companies

• Wonder feeds Ltd	Habib Parkar 0722-513968
• Nova Industries ltd	John Mangeli 555858
• Prodigy Pharmaceuticals ltd	Catherine Njeri Otieno 2622010
• Packaging Materials Limited	Alshad Visram 3745614
• Easy Clean East Africa Ltd	Pandya Viral -0735271333

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Construction and Building Technology Companies

- The Dogra Engineering Company ltd Bhupinder Singh Dogra 802370
- Dinesh Construction ltd Dinesh K Bachu 3741222
- Armitech Engineers Ltd

Printing and Publishing Companies

- Reality Printers ltd Sunny Reel 0734679319
- Arise Kenya Ltd Catherine Murithi 0725833206
- Westland Sundries ltd Yasmin Manji 4446406

Tourism Companies

- Escape ltd Rukhsana Yusuf 0727086853
- Tobs Ltd Tob Cohen 2710825/6
- Jet Travel ltd Vander Leer Margaretha 310360
- Slot Game (Kenya) Limited Miroslav Vinjevic 0701401277
- Meat Ventures ltd (Choma Zone) Ashwin Gandhi 0722327676
- Express Impress Car Hire Ltd Thomas Mutie 0722398978

Clearing, Forwarding and Transport Companies

- Digital Cargo Forwarders ltd Mark Nzioka 0722527729
- Palmdam Holdings Ltd Paul Melly 3222109

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Commercial properties companies

- Centre Park Plaza ltd(Shelter Afrique) Elesh Gheewala 2716340
- Mutulu Holdings ltd Prof. Paul Wambua 2229788
- National Hospital Insurance Fund

Legal Firms

- Kingara & Company advocates Stanley Kingara 2221543
- Nguli & Company advocates F M Nguli 2222284
- Musyoka Wambua Katiku advocates John Katiku 2229788
- Bernadette Quadros Advocates Bernadette Quadros
- Laichena Mugambi & Co.Advocates Mugambi Laichena 0720-252867

Trading company

- Panhard fire systems Ltd Jimmy Mutinda 0729384985
- Semfeb Ltd Prafula Gheewala 2728992/1
- Deekay East Africa Limited Manpreet Kohli 2471912

ICT Companies

- Audio Visual Control Systems ltd Abdul Rauf Sangrar 2613146
- A to Z Technology Solutions ltd Minal Chaganlal 3751012
- Universal Technologies Nimi Samani 8077997
- Challa Communications Ltd John Muindi 0722512534

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C.M. MAINGI & COMPANY Certified Public Accountants of Kenya

ALMS REGISTRARS Certified Public Secretaries of Kenya

Finance and Investments

- Flagship Capital Corporation Ltd Edwin Odede
- Gulf Investments Africa Ltd Hanif Sheikh-0722-228638
- Connect Credit Ltd Norris Digo 0728787421
- Frankfurt School of Finance & Management Willemien Libois 0712293855
- Microsave Consulting Limited David Cracknell 2724801/6
- Incofin Africa Ltd Stephane Sapor 0731957872
- Sunrise Credit Ltd Elesh Gheewala – 2716340
- Connect Credit Ltd Clive - 0727400989

Insurance firms

- Mavic Insurance Agency Jackson Musumba 0726782439
- Russet Insurance Agency Jared Aimba

Airlines Companies

- Pan African Airways Ltd
- Trans African Air Ltd Moses – moses_ndisi@yahoo.com

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