

# CURRICULUM VITAE

## CPA, CS KITHANDI CHARLES KATUA

C.P.A (K), CS (K),  
B.A (Economics), MSc (Finance & Economics), MBA (Finance), Ph.D. (Finance - Ongoing)  
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### **PERSONAL DETAILS**

**Nationality:** Kenyan  
**Residence:** Nairobi  
**Gender:** Male  
**Marital Status:** Married (Church Wedding)  
**Language:** English, Kiswahili  
**Religion:** Christian  
**Linkedin Profile:** <https://www.linkedin.com/in/cpa-cs-charles-katua-kithandi-0ab092b0/>

### **CAREER OBJECTIVE**

In obedience to God's Command and Will, guided by accounting professional ethics and standards, to serve God through serving humanity with utmost dedication, honesty, and integrity, always striving to uphold the rule of law, professionalism, accountability, commitment, and do justice to all in my area of profession.

### **CAREER ASPIRATIONS**

To serve God as I work with a reputable and ethical organization that allows me to apply my skills and knowledge towards realization of its goals, mission, and objectives. My employer hereby guaranteed my hard work, commitment and above all, efficiency, and transparency in the execution of all responsibilities assigned to me as I grow in my profession.

### **PERSONAL PROFILE.**

I am a God-fearing person who believes in professionalism and integrity. I have great passion and commitment to doing what is right before God and professionally accepted having in mind that I am accountable to people and above all the Almighty God.

I value people as a core resource and have had great pleasure and success in working as a team toward the achievement of the intended goals/results as well as the ability to work under no strict supervision.

I am a performer driven by a personal desire to bring out the best in me. As a performer, *I have been Awarded Best performed staff of the Year 2015 in Daystar University. Also awarded Kasneb Prize Winner for Best student nationwide in Communication skills and Report writing for June 2013 exams.*

I am a self-driven, proactive change leader with strong organizational and administrative skills and the ability to work independently as well as collaboratively. I particularly pride myself in my ability to positively deliver in my duties as well as pioneer change. For instance:

- At Compuera College I pioneered the shift from accounting using Excel to the adoption of QuickBooks accounting software.
- At the Daystar University finance department, I pioneered the adoption of an automatic system blocking students with previous semester fee balances which increased revenue collection from 75% to 95%. I also formed part of the finance staff that initiated, supported, and implemented the change from Microsoft Dynamics to Microsoft Dynamics 365 which automated invoicing, receipting, store requisition, and email communication hence reducing costs and increasing customer satisfaction.
- As HoD, I put in place Masters thesis supervision guidelines that enabled us to graduate the highest number compared to the previous five years before I was appointed.

### **EDUCATIONAL BACKGROUND**

#### **Ph.D. in Business Administration (Finance)**

2019 - Current: Jomo Kenyatta University of Agriculture and Technology

*Done with coursework and research proposal, currently undertaking final draft*

#### **Master of Science in Commerce (Finance and Economics)**

2020– 2022: KCA University

#### **Master's in Business Administration (Finance)**

2015 – 2019: Kenyatta University

*Graduated: July 26, 2019*

#### **Bachelor of Arts (Economics)**

##### **Second Class Honours (Upper Division)**

2010 - 2014: Kenyatta University

#### **Kenya Certificate of Secondary Education:**

B+ 2005-2008: Kitondo Secondary School

### **PROFESSIONAL QUALIFICATIONS**

#### **Certified Public Accountant,**

##### **CPA (K)**

Vision Institute of Professionals -June 2012

#### **Certified Public Secretary,**

##### **CPS (K) – June 2014**

### **OTHER QUALIFICATIONS**

#### **Computerized accounting – QuickBooks & Sage**

Distinction: July 2010 - Hi-Tec Institute of Professional studies

## **Computer applications**

*(Ms-Dos, Ms-Windows, Ms-Word, Ms-Excel, Ms-Access, Ms-PowerPoint, Internet Explorer)*

**Award – Distinction. March 2010** -Hi-Tec Institute of Professional studies

## **KEY AWARDS:**

1. **Kasneb Prize Winner** for **Best student** nationwide in Communication Skills and Report writing for June 2013 exams.
2. **Outstanding performer** – (Outstanding Performer award in Daystar University -2015)

## **PROFESSIONAL MEMBERSHIP**

**ICPAK** – Member of Institute of Public Accountants of Kenya, member number **19602**

**IIA-K**, - The Institute of Internal Auditors -Kenya, member number **3690944**

## **EMPLOYMENT HISTORY**

**June 2024 – Current**                      **Daystar University**  
**Head of Department – Economics Department**

### **Duties**

#### **Academic Leadership**

- Curriculum Oversight: Coordinates development, review, and implementation of economics programs (undergraduate and postgraduate).
- Quality Assurance: Ensures academic standards align with national and institutional requirements.
- Encourages and supports research activities, publications, and conference participation among faculty.
- Mentorship: Provides academic guidance and mentorship to faculty and students.

#### **Administrative and Management Duties**

- Staff Management: Oversees recruitment, appraisal, and development of departmental staff.
- Budgeting: Manages the departmental budget, allocates resources, and oversees procurement of teaching and research materials.
- Timetabling and Scheduling: Coordinates teaching timetables, examinations, and room allocations.

#### **Strategic Planning and Development**

- Vision and Strategy: Contributes to the university's strategic goals through departmental planning and goal setting.
- Partnerships: Builds linkages with industry, government, and academic institutions for research, internships, and policy impact.
- Program Accreditation: Leads preparations for internal and external program accreditations.

#### **Student Affairs**

- Academic Support: Ensures student advising, supervision, and academic welfare are upheld.
- Feedback and Improvement: Responds to student feedback and implements improvements in teaching and learning.

#### **Governance and Representation**

- University Committees: Represents the department in university-level meetings and committees.

- Policy Implementation: Ensures institutional policies and regulations are effectively implemented within the department.

**September 2024 – Nov 2024 Daystar University**

**Ag. Head of Department –Commerce Department**

**Duties**

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**Jan 2020 – Current**

**Lecturer - Accounting, Finance and Economics  
Daystar University**

**Duties**

- Lecturing in Accounting, Finance and Economics Units including and not limited to the following units:

<b>Diploma</b>	<b>Undergraduate</b>	<b>Masters</b>
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Economics	Financial Accounting	Financial Economics
Financial & Cost Accounting	Business Finance	Econometrics
Business Mathematics	Microeconomics	Quantitative Techniques
Quantitative Techniques	Macroeconomics	Managerial Accounting
	Financial Management	Financial Analysis and Reporting
	Principles of Microeconomics	
	Mathematics for Economics & Management	
	Managerial Accounting	

- Research and publication in accounting and Finance
- To contribute to learning, teaching, assessment, and ongoing curriculum development by involvement as part of a team through the design, preparation, and development of module teaching materials
- The provision of high-quality teaching, assessment, and support for students learning on designated modules at all levels
- The delivery of modules through lectures, seminars, workshops, tutorials, and other learning situations; assessing modules and preparing and providing feedback.
- Participating in the quality enhancement of learning, teaching, and assessment activities within the
- Framework of the University's quality enhancement processes and assessment regulations. Liaise closely with teaching, technical, and administrative staff as appropriate to ensure a quality teaching and learning environment.
- Invigilation, assessment administration, and attending progression boards.
- Giving effective advice, guidance, and feedback to students to support their academic progress as well as student mentorship.

**Sept 2014 to 2020**

**Daystar University  
Accountant**

**Award**

**: Certificate of Outstanding Performance Award - 2015.**

### Duties

#### **Financial Reporting & Management Accounting**

- Preparation of financial reports / financial statements for presentation to the Management Board.
- Bank reconciliation and Ledger account reconciliation.
- Preparation of Audit schedules for internal & external Audit.
- Preparation of aged analysis reports (Debtors & Creditors aged analysis)
- Preparation of University Budget and financial projections.
- Preparation and payment of statutory deductions (NHIF, NSSF, PAYE, Provident etc)
- Investment appraisal reporting / capital budgeting
- Project accounting and appraisal
- Advisory role to Management board via report to Chief Manager Finance

#### **Revenue recognition and management**

- Ensuring timely and accurate student invoicing and general billing
- Carrying out registration and financial clearance procedures for students
- Overseeing the filing of all records in the section including accurate and timely document retrieval
- Identify, record and report any risk incidences for the revenue section and propose appropriate.
- Mitigation actions or strategies to be put in place to avert future impacts.

### **Accounts Payables management**

- Processing Supplier Invoices and Vendor Management
- Payment Preparation and Processing
- Compliance with Policies and Regulations
- Processing Tax and Statutory Deductions
- Reconciliation of Accounts Payable
- Processing Staff imprest and Surrenders

### **Credit control and debt Management**

- Preparing aged analysis reports of all debtors and
- Preparing periodic reports on debt collection status for management consideration and decision making
- Preparing reports on doubtful and likely bad debts for appropriate management action.
- Managing the installment plan and ensuring any penalties or default fee is processed for accuracy and accountability.
- Blocking of all students who have positive balances at the end of every semester and continuously. unblocking students as they clear the balances.
- Communicating with student debtors giving them notice of installment due dates, overdue.
- installments, and amount of outstanding debt, and responding to debtor queries.
- Preparing demand letters for defaulters – both students and tenants for Finance Manager’s signature.
- Follow up debts owed by tenants, Colleges on collaboration, and ILPD debtors.
- Clearing students for graduation and after graduation.
- Implementing best practices in finance specifically credit control and management of debtors.

### **Key committee participation / membership**

- Research and Grants committee
- Disciplinary committee
- Graduation Committee – Yearly.
- LOC member for Public Finance bill 2023 public lecture
- LOC member for International Communication Association (ICA AFRICA 2019 conference)
- Organizing committee for Theology of Work Conference 2017 & 2018
- LOC for Daystar University Chancellors Forum Health Conference -2018 & 2019

### **Board Appointment**

- Member – Daystar University Senate Board
- Deputy Chair - Strategic Plan Committee Member (2026 -2020)
- Daystar University Policy review committee (2025)
- Board member for DU-ISERC (Daystar University Institute of Scientific and Ethics Review Board (2024 – 2026)

**Jan 2012 to Sept 2014**

**Compuera College  
Assistant Branch Accountant**

#### **Duties**

- Use of QuickBooks to enter record daily transactions.
- Prepare reconciliations and monthly financial analysis.
- Prepare cheques for payments and imprest reimbursements.
- Processing Payrolls, NHIF, NSSF, Pension and any other payments.
- Day to day management of financial records and Report management.
- Process and submit payment vouchers and receipts to the accountant for posting.
- Undertake banking duties including over-counter transactions, relationship management etc.
- Prepare payment vouchers and ensure proper support documentation.
- Preparation of Journal Vouchers for review by Chief accountant.
- Ensure proper filing of financial and accounting records for easy retrieval.

- Compile and process hard copy accounting support documentation for submission to Head quarter.
- Engaging as an account's lecturer
- Perform any other under the jurisdiction of the accounting office.

### Research funded proposals and projects.

1. Project Leader/ Director: Laban P Ayiro; Co-Director Prof. Egara Kabaji, Dr. Caroline Ayuya, Dr. Martin Munyao, and CPA Charles Katua Kithandi all from Daystar University, and Dr. Niceta Ireri Africa International University. To investigate the Shakahola horror under the topic: **Deception, Occultism and Cultism in the Body of Christ: Towards Understanding of False Doctrine of Death. US\$ 35,000. (2023 -2024).** Funded by The Council for Christian Colleges & Universities (CCCU), based in Washington DC in USA.  
<https://www.daystar.ac.ke/blog/posts/249/daystar-university-receives-international-research-grant-from-cccu.html>
2. Principal Investigator (PI): Laban P Ayiro; Co-Director -Prof. Levi Obonyo, Dr. Roseline Olumbe, Mrs. Brenda Wambua and CPA Charles Katua Kithandi. **Status of Arts Education in Catholic Primary Schools in Nairobi County. US\$ 50,000. (2022 -2023).** Funded by Porticus International.
3. Principal Investigator (PI): Prof. Laban Ayiro, Dr. Caroline Ayuya, Dr. Martin Munyao, Dr. Sylvia Tuikong Mr. Joab Namai, CPA Charles Charles Katua and Mr. Philipe Tinega. **Performance Improvement In Wik Administered School. US\$ 37,950. (2021 -2022).** Funded by Windle International Kenya (WIK)

### Publications

Ubul, R. B. U. ., & Kithandi, C. K. . (2025). Effect of Financial Risk on Financial Performance of Banks Listed at Nairobi Securities Exchange, Kenya. *African Journal of Commercial Studies*, 6(5), 101-116. <https://doi.org/10.59413/ajocs/v6.i5.10>

Oino, N. N. ., & Kithandi, C. K. (2025). Firm Size and Sustainability Reporting in the Nairobi Securities Exchange, Kenya. *African Journal of Commercial Studies*, 6(5), 191–202. <https://doi.org/10.59413/ajocs/v6.i5.18>

Anunda, E. ., & Kithandi, C. K. (2025). Inventory Management Systems and Firm Performance: A Case of Kronos Life Cycle Service Centre East Africa. *African Journal of Commercial Studies*, 6(4), 148–167 . <https://doi.org/10.59413/ajocs/v6.i4.14>

Ndungu, J. K. ., Kithandi, C. K., & Onchomba, M. . (2025). Cost Leadership Strategies and Credit Access Among Micro, Small, and Medium Enterprises in Nairobi City County, Kenya. *East African Finance Journal*, 4(4), 31-62. <https://doi.org/10.59413/eafj/v4.i4.3>

Bukhala, E. ., Ekambi, J. ., & Kithandi, C. (2025). Stakeholder Engagement and Sustainability of Donor Funded Projects Among Non-Governmental Organizations in Kenya: Case of Toll-Free Lines Project. *African Journal of Commercial Studies*, 6(5), 145-156. <https://doi.org/10.59413/ajocs/v6.i5.14>

Nzuki, J. ., & Kithandi, C. (2025). Project Management Practices and Performance of CDF-Funded Educational Infrastructure Projects in Mavoko Constituency, Kenya. *African Journal of Commercial Studies*, 6(6), 1-11. <https://doi.org/10.59413/ajocs/v6.i6.1>

Chemaket, A. S. ., & Kithandi, C. K. (2025). Credit Access and Financial Performance of Micro, Small, and Medium Enterprises in Dagoretti North Sub County, Kenya. *East African Finance Journal*, 4(4), 63-78. <https://doi.org/10.59413/eafj/v4.i4.4>

- Chege , E. J., Kithandi, C. K., & Waweru, J. . (2025). Effect of Monitoring and Evaluation Tools on the Performance of Housing Projects in Kenya. *African Journal of Commercial Studies*, 6(6), 35-46. <https://doi.org/10.59413/ajocs/v6.i6.4>
- Terry, F. O. I. ., Kithandi, C. K., & Onchomba, M. (2025). Fintech Adoption and Credit Access of Micro, Small, Medium Enterprises in Nairobi City County, Kenya. *East African Finance Journal*, 4(4), 79-92. <https://doi.org/10.59413/eafj/v4.i4.5>
- Kithandi, C. K., (2025) Theory of Financial Intermediation: A Millennial Perspective Of Theory And practice. *International Journal of Recent Research in Commerce Economics and Management (IJRRCEM)*, 12 (1), 1-12. <https://www.paperpublications.org/upload/book/THEORY%20OF%20FINANCIAL%20INTERMEDIATION-17012025-3.pdf>
- Shuna S, & Kithandi C.K., (2024) Monitoring and Evaluation Practices and Performance of Health Development Projects in Kenya. *International Journal of Scientific and Research Publications* 14 (12), 269 -277.
- Kithandi, C. K., & Kithandi D.K., (2024) Effect Of Digital Marketing Strategies On The Customer Engagement In Micro Small And Medium Enterprises in Nairobi County, Kenya. *International Journal of Recent Research in Commerce Economics and Management (IJRRCEM)*, 12 (1), 1-12. <https://www.paperpublications.org/upload/book/EFFECT%20OF%20DIGITAL%20MARKETING-29102024-6.pdf>
- Kithandi , C. K. & Ondabu, I. T. (2024). Economic Factors Affecting Consumer Purchasing Decisions in the Kenya Motor Industry. *Journal of Economics and Sustainable Development*, 15 (2), 19 – 37. Retrieved from <https://iiste.org/Journals/index.php/JEDS/article/view/62032/64028>
- Kithandi, C. K., & Kithandi, D. K., (2024). Risk Management Practices And Financial Performance Of Commercial Bands In Kenya. *International Journal of Scientific and Research Publications* 14 (12), 306 -316.
- Kithandi , C. K. (2023). The Inact of Public Domestic Borrowing on Private Sector Investments in Kenya. *Lapai Journal of Economics*, 7(2), 44–58. Retrieved from <https://ojs.ibbuojournals.com.ng/index.php/lje/article/view/1130> .
- Kithandi, Charles & Moragwa, Christine & Mutunga, Antony. (2023). Impact Of Stock Market Development on Economic Growth In Kenya: A Systematic Review. *International Journal of Services Economics and Management*. 10. 116-121. 10.5281/zenodo.7785325.
- Nzisa, S., & Kithandi, C.K., (2023). Digital Borrowing and Personal Finance Among Students In Selected Christian Universities In Nairobi County -Kenya. *International Journal of Scientific and Research Publications (IJSRP)*. 13. 41-57. 10.29322/IJSRP.13.04. 2023.p13608.
- Kithandi, C. K. (2022). Corporate Governance and The Financial Performance of Deposit-Taking Savings and Credit Co-Operative Societies In Nairobi City County, Kenya. *International Journal of Scientific and Research Publications*,12 (10), 685-691.
- Kithandi, C. K. (2022). Monetary Policy and Financial Performance of Commercial Banks in Kenya. *The International Journal of Business & Management*, 10(6).
- Kithandi Charles Katua (2020); Financial Leverage and Financial Performance of the Energy and Petroleum Sector Companies Listed in the Nairobi Securities Exchange; *International Journal of Scientific and Research Publications (IJSRP)* 10 (03) (ISSN:2250-3153),

Kithandi Charles Katua (2018); Corporate Governance and Financial Performance of Public Listed Banks in Kenya: *EPRA International Journal of Economics an Busines Review (IJSRP)* e-ISSN : 2347 - 9671| p-ISSN : 2349 – 0187.

## **REFEREES**

<b>Dr. Joannes Kyongo</b> Associate Dean School of Business & Economics Daystar University P.O Box 44400-00100, Nairobi – Kenya. Tel: 0716 195 421 Email: <a href="mailto:jkyongo@daystar.ac.ke">jkyongo@daystar.ac.ke</a>	<b>Mr. Pius Muia</b> Chief Manager -Human Resource Daystar University P.O. Box 44400 – 00100 Nairobi – Kenya Tel: +254 723 296 202 Email: <a href="mailto:pmuia@daystar.ac.ke">pmuia@daystar.ac.ke</a>	<b>Bishop. Jackson Muema</b> Regional Bishop– Makueni County Deliverance Church P.O Box 165 – 90129, Ngwata - Kenya Tel: +254 721 309 609 <a href="mailto:Jmuema2@yahoo.com">Jmuema2@yahoo.com</a>
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