

GILBERT OTEKI

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Internal Auditor & ESG Analyst

PROFESSIONAL SUMMARY

Dynamic Internal Auditor with over six years of expertise in risk-based internal audit and ESG assurance. Skilled in risk assessment, control testing, compliance auditing, and financial reviews. Achieved a 30% client compliance increase and over 80% corrective action adoption. Expert in communicating audit findings to senior management and leveraging technology for audit efficiency. Proficient in ESG data validation, independently reviewing environmental, social, and governance data and claims for accuracy, consistency, and supporting evidence.

CORE COMPETENCIES

- Risk and compliance-based internal audits in line with ISA standards
- Developing audit working papers, board-ready reports and business proposal creation
- Clear presentation of audit findings to management and board
- Organizational risk assessment and risk register development
- Teamwork, team leadership and collaboration skills
- Strong analytical skills and root cause analysis; financial data interpretation
- Efficiently managing multiple priorities and project
- Fluent English communication for reporting and presentations

KEY ACHIEVEMENTS

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- Conducted 12+ comprehensive Internal Audits across sectors: Manufacturing, Energy, Real Estate, Education, Government Parastatals, Healthcare, Publishing with notable clients such as: **(Tire World Ltd, Kenya Education Network (KENET), Kenya Association of Manufacturers (KAM), KenGen DB and DC Scheme, Tsavo Real Estate, Glacier Products Ltd, RenCap, Longhorn Publishers, Kenya Roads Board (KRB), Surge Energy, HFM Markets Kenya, Waumini Insurance Brokers Ltd and NCKK Jumuia Hospital).**
 - Attained 80% implementation rate for high-risk audit recommendations; 40+ audit findings delivered on time.
 - Led cross-functional teams of up to 6 professionals, ensuring quality delivery and brand compliance.
 - Improved client compliance by 30% with customized Risk Management frameworks.
 - Developed winning proposals, securing contract extensions and new clients.

PROFESSIONAL EXPERIENCE

Risk Insights (PTY) Ltd | Johannesburg, South Africa | Sept 2025 – Present

ESG (Environmental, Social and Governance) Analyst (Contract Based) (Fully Remote-based)

- Collect and validate ESG disclosure data from listed African companies, ensuring accuracy and completeness for assurance purposes.
- Structure data for model input, run the ESG GPS rating model, and process results with quality assurance checks.

MGK Consulting Ltd | Nairobi, Kenya | Jan 2025 – Present

Internal Audit & Risk Management Consultant (Associate) (Contract-based)

- Engaged for specialized internal audit and risk assignments on consultancy basis.
- Conducted independent AML/CFT audit reviews for HFM Markets Kenya and Waumini Insurance Brokers Ltd under MGK Consulting.

AA Kenya PLC | Nairobi, Kenya | Feb 2025 – May 2025

Internal Auditor (Short-term Assignment)

- Conducted internal audits as per annual plan; evaluated controls, prepared reports, presented findings.
- Gained exposure to corporate governance, internal control frameworks, and audit reporting tools.

BDO East Africa | Nairobi, Kenya | Jun 2024 – Oct 2024

Senior Risk Advisory & Internal Audit (Short-term Assignment)

- Developed risk-based audit plans; executed 3 ISA-compliant audits.
- Delivered detailed audit reports, improving client risk mitigation by 30%.
- Presented impactful findings, driving 75%+ corrective actions for high-risk areas.
- Collaborated on risk assessment and audit proposals.

PKF Eastern Africa | Nairobi, Kenya | Mar 2022 – Mar 2023

Associate – Risk Management (Full-time)

- Collaborated with my team to source and secure one new client for internal audit services, contributing to the expansion of the firm’s client base.
- Conducted risk assessments, developed risk registers, improved compliance by 30%.
- Delivered over 40 audit findings with more than 32 recommendations implemented by Management.
- Led team of 6 fostering collaboration to improve audit quality and ensure PKF branding compliance; assisted forensic audits for financial insights.

SUMMARY OF OTHER ROLES:

- **Internal Audit Manager | Geoffrey Gitau & Co CPA-K** | Oct 2023 – May 2024
Planned annual risk-based audits, enhanced regulatory adherence by 40% achieving department-wide improvements, and tracked implementation of audit recommendation.
- **Assistant Accountant | Orwa & Company Associates CPA-K** | Jul 2020 – Jun 2021
Prepared monthly financial reports, reconciled ledgers, and flagged discrepancies for resolution.
- **IT Intern | Dedan Kimathi University of Technology** | Oct 2019 – Dec 2019
Provided IT support by resolving minor technical issues.
- **Accountant Intern | Donix Consultancy** | Jan 2019 – Apr 2019
Performed reconciliations and assisted with basic financial audits.
- **Finance Attaché | Almasi Beverages Ltd (Mt Kenya Bottlers)** | May 2016 – Aug 2016
Supported budgeting, cost analysis, and variance reporting for the finance team.

EDUCATION

Bachelor of Commerce (Honors) in Accounting | Kabarak University | Dec 2019

TRAINING AND PROFESSIONAL DEVELOPMENT

KASNEB CPA Certification: (Completed Foundation and Intermediate Level)

Level	Status	Year
Foundation	Passed	2021
Intermediate	Passed	2023
Advanced	Ongoing	Exp 2026

Technology & AI Certifications:

Kenya Institute of Management (KIM) | Computer Applications Course

Certificate of Proficiency in Computer Applications | Feb 2014

ALX- AiCE | AI Career Essentials

Certificate for ALX AiCE - AI Career Essentials. | Sept 2024

Cisco | Introduction to Cybersecurity

Certificate of Introduction to Cybersecurity. | Nov 2024

Cisco | Ethical Hacker

Certificate of Ethical Hacker. | Dec 2024

Cisco | Introduction to Modern AI

Certificate of Introduction to Modern AI. | Dec 2024

IBM Skills Build | Artificial Intelligence Fundamentals

Certificate of Artificial Intelligence Fundamentals. | Dec 2024

LinkedIn Learning | Introduction to Risk Management

Certificate of Completion in Introduction to Risk Management. | Dec 2024

REFERENCES

- Available on Request