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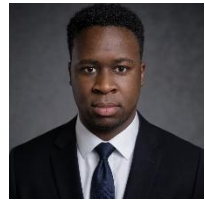
LinkedIn: www.linkedin.com/in/gilbert-oteki-253271111

Nationality: Kenyan

Current Location: Nairobi, Kenya

Visa Status: Willing to relocate; open to employer sponsorship

Notice Period: 7 Days



Executive Summary

Results-driven Internal Auditor with 5+ years' experience in **risk-based audits, financial controls, and GRC frameworks** across 12+ industries including manufacturing, energy, and real estate. Proven ability to execute **ISA-compliant audits**, develop risk registers, and strengthen internal controls — leading to a **30% rise in client compliance** and **80%+ adoption** of audit recommendations. Certified in **CPA (Intermediate), AI, and Cybersecurity**, with strengths in stakeholder reporting, ESG risk review, and process optimization. **Currently seeking internal audit roles in the UAE and the wider Middle East** offering a modern, technology-aware approach to GRC, operational efficiency, and regulatory compliance.

Qualifications and Education

- Bachelor of Commerce (Honors) in Accounting
Kabarak University — Dec 2019
- CPA Kenya — KASNEB (Completed Foundation & Intermediate Levels; Advanced Level ongoing)
- AI & Cybersecurity Certifications: - ALX AiCE – AI Career Essentials (2024) Cisco – Introduction to Cybersecurity, Ethical Hacker, Modern AI (2024) - IBM – Artificial Intelligence Fundamentals (2024) - LinkedIn Learning – Introduction to Risk Management (2024).
- Computer Literacy: - Certificate of Proficiency in Computer Applications — Kenya Institute of Management.

Languages: Fluent in English and Swahili

Professional Experience

Risk Insights (PTY) Ltd

Senior ESG (Environmental, Social and Governance) Analyst (Remote-based)

Johannesburg, South Africa (Sept 2025 – Present)

An ESG data science firm in Africa, providing sustainability ratings and advisory services across the continent to help companies measure their environmental and social impact.

- 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.

Key Achievement: Executed ESG data validation and AI-driven GPS rating models for listed African companies to ensure high-quality, audit-ready sustainability disclosures.

MGK Consulting Ltd***Internal Audit & Risk Management Consultant (Contract-based)*****Nairobi, Kenya (Jan 2025 – Present)**

A boutique internal audit and risk advisory firm serving SMEs and corporates.

- 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.

Key Achievement: Managed specialized AML/CFT audit reviews for prominent financial and insurance firms to ensure high-level regulatory compliance and risk mitigation.

AA Kenya PLC***Internal Auditor (Short-term Assignment)*****Nairobi, Kenya (Feb 2025 – May 2025)**

Oldest membership-based motoring association in Kenya and insurance intermediary.

- 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.

Key Achievement: Closed 90% of high-risk findings within 30 days through executive-level presentations.

BDO East Africa***Senior – Risk Advisory & Internal Audit (Short-term Assignment)*****Nairobi, Kenya (Jun 2024 – Oct 2024)**

Top 5 global accounting network (East African Division, 150+ staff)

- Executed ISA-compliant audits improving client compliance by 30%
- Delivered detailed reports with 75%+ recommendation implementation rate
- Developed audit proposals and supported client onboarding
- Developed risk heat maps for board-level risk oversight

Key Achievement: Achieved 30% increase in client compliance through ISA-based audit delivery.

Geoffrey Gitau & Co. CPA***Internal Audit Manager*****Nairobi, Kenya (Oct 2023 – May 2024)**

A mid-sized audit and accounting firm offering internal audit, tax, and consultancy services to SMEs, NGOs, and public entities.

- Oversaw audit planning, reporting, and execution.
- Ensured alignment with professional audit standards and internal control frameworks.
- Increased regulatory compliance by 40% through audit process enhancements.
- Oversaw audit recommendation implementation (85% completion rate).

Key Achievement: Achieved 85% implementation rate for audit recommendations.

PKF Eastern Africa***Associate – Risk Management*****Nairobi, Kenya (Mar 2022 – Mar 2023)**

A regional member firm of PKF International, offering audit, tax, and advisory services across East Africa to both private and public clients.

- Conducted enterprise risk assessments and developed tailored risk registers for clients across sectors.
- Participated in internal audit assignments, testing controls and identifying process gaps.
- Assisted senior auditors in fraud risk profiling and client reporting during a forensic investigation, gaining hands-on experience under tight deadlines.
- Supported proposal development that secured a new client for internal audit services.

Key Achievement: Part of the team that secured a KES 1.25M annual Internal audit engagement through successful proposal support for a new client.

Additional Experience

Foundational roles that supported development in audit, finance, and IT

Assistant Accountant – Orwa & Co. CPAs (Jul 2020 – Jun 2021)

Prepared monthly financial reports, reconciled ledgers, and flagged discrepancies.

Key Achievement: Streamlined month-end reconciliation, reducing reporting delays by 20%.

IT Intern – Dedan Kimathi University (Oct 2019 – Dec 2019)

Assisted in resolving minor technical issues and supported IT audits.

Key Achievement: Supported audit team in conducting data integrity checks during a system upgrade.

Accountant Intern – Donix Consultancy (Jan 2019 – Apr 2019)

Performed reconciliations and supported audit documentation.

Key Achievement: Improved documentation accuracy by organizing and indexing over 50 financial files.

Finance Attaché – Almasi Beverages Ltd (May 2016 – Aug 2016)

Assisted in budgeting, cost control, and variance analysis.

Key Achievement: Contributed to quarterly cost variance report that informed pricing decisions.

Professional Accomplishments

- Developed and delivered 12+ full-scope internal audits across Manufacturing, Real Estate, Healthcare, Energy, and Government sectors, strengthening organizational control environments.
- Achieved 80%+ implementation rate of high-risk audit recommendations and delivered over 40 impactful audit reports, driving management action.
- Advised boards on risk dashboards and governance reporting, elevating audit oversight maturity from “Repeatable” to “Managed” (COSO criteria).
- Contributed to new business wins through Internal audit proposals, including a KES 1.25M client engagement while at PKF.
- Implemented customized risk management frameworks that improved client compliance by 30% across 10+ organizations.
- Led cross-functional audit teams of up to 6 professionals, ensuring on-time delivery, quality assurance, and stakeholder satisfaction.

References: Available upon request