

# **CURRICULUM VITAE**

## ***Personal Information.***

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## ***Personal Objective.***

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To be in a senior position in the finance and accounting sector with a keen focus on team leadership, process innovation, and operation efficiency.

## ***Professional Qualification.***

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**Strathmore University; School of Business** **2006-2010**  
Certified Public Accountant of Kenya (C.P.A- K)  
ICPAK member no. 11080

## ***Education Background.***

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**The University of Nairobi** **2011-2016**  
Bachelor of Commerce (Finance) Second class honors, Upper Division.

**Musingu High school** **2000-2004**  
Kenya Certificate for Secondary Education. (K.C.S.E.) Mean grade B- (Minus)

## ***Work Experience.***

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**University Of Nairobi** **March 01, 2015 to Date**  
**(CESSP)**

Title: Ag. Assistant Accountant.

Responsibilities:

- Providing an account of revenue trends, predictions, and tracking for respective revenue channels.
- Preparation of revenue analysis for inclusion in the final financial statement by the finance officer.
- Formulation and implementation of financial processes and procedures for the section.
- Monthly bank reconciliation for management report presentation.
- Facilitate training and induction of interns for the unit by providing professional supervision and active assignment of duties and responsibilities.

- Providing and monitoring debtors' records, debtors' aging analysis, debtors tracking and recovering periodically.
- Carry out reconciliation for accounts receivables as well as refund processes.
- Provide departmental budget analysis and petty cash management.
- Financial advisory committee member for investment decisions and idea generation.

### **UNES Ltd**

Title: Accounts Assistant.

**Nov 02, 2010 to Feb 28, 2015**

Responsibilities;

- Provide revenue analysis, reporting revenue received and tracking.
- Revenue accounts reconciliation.
- Customer service tracking.
- Petty cash management.
- Preparation of monthly financial statements for the section to be included at the end of year financial statement by the finance director.

Title: Cashier

**Jan 05, 2009 to Oct 31, 2010**

Responsibilities:

- Daily collection and banking of payments from sales,
- Balancing account revenue and debtors.
- Monitor stock levels; reorder levels, product placement, and customer preferences.
- Petty cash management for the unit including accounting for, and replenishing petty cash.

### **Magiwa Residents Welfare Association**

**Dec 2007 to Aug 2008**

Title: Clerical Officer (part-time)

Responsibilities:

- Debt management; collection, recording, banking, and accounting.
- Report on debt levels and financial position for the welfare.

### **Tri- Continental Ltd**

**Dec 2007 to Jan 2008**

Title: Technical support

Responsibilities:

- Providing IT support for client companies; performing preventive maintenance, asset tracking and recording, data safeguard and management, and internet support.
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### *Interests and Achievements*

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- Pandas Basketball:  
Position: Team Manager.  
Responsibilities: - Organizing for team events and schedule for league games.  
Resource and funds mobilization.  
Team networking, mentoring activities, coaching.  
Team strategy and planning.
- University of Nairobi Terrorists Basketball: Team member.
- Don Bosco Basketball: Team member.
- Art; fine art drawing, contemporary poetry writing, Playwriting, and music.

### *Referees*

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Mrs. Flora Sumbeiyo, Administration Officer (Welfare), Kenya Pipeline Co. Ltd, P.O. Box 52201, Nairobi 00200, Cell: 0727 685 084 Email: <a href="mailto:flosumb@yahoo.com">flosumb@yahoo.com</a>	Mr. Tim Njuguna, Manager Internal Auditor, Chase Bank Ltd, P.O. Box 66049, Nairobi 00400, Cell: 0723 100 032. Email: <a href="mailto:tjuguna@chasebank.co.ke">tjuguna@chasebank.co.ke</a>	Mr. Edwin Waithaka, Senior Accountant, University of Nairobi (CESSP), P.O. BOX 30197, Nairobi 00200, Cell: 0723774699. Email: <a href="mailto:e.waithaka@uonbi.ac.ke">e.waithaka@uonbi.ac.ke</a>
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