

**CURRICLEUM VITAE**

**NAME:** BERNARD MWELA

**DATE OF BIRTH:** 1968

**ADRESS** P.O BOX 30197, NAIROBI

**MARITAL STATUS:** MARRIED

**NATIONALITY:** KENYAN

**ACADEMIC QUALIFICATION**

<b>DATE</b>	<b>SCHOOL</b>	<b>QUALIFICATION</b>
1975-1981	Wabukhonyi Primary	30 POINTS
1982-1985	Naitiri High School	DIVISION TWO
1986-1987	Friends School Kamusinga	K.A.C.E 2 Principals 2 Subs.

**PROFESSIONAL QUALIFICATION AND WORK EPERIANCE**

**1990:** DIPLOMA IN SALESMANSHIP, UNIVERSAL COLLEGE

**2001** KATC FINAL STAR COLLEGE

**2002** CPA PART ONE STAR COLLEGE

**WORK EXPERIANCE**

**1994-** Employed as Accounts Clerk UON  
in Students Finance Section

**DUTIES**

Processing vouchers, Filing, upgrading records in books of original entry ,Processing accounting documents, Fees Processing, Fees Collection etc.

**1996**

**Transferred to Grants Section.**

**DUTIES**

**Processing cheques, Accounting documents and  
Preparation of Financial Statements for**

**reseachers**

**1999**

**Promoted as Account Assistant.**

**2004**

**Promoted as an Assistant Accountant .Currently  
Working in Wages in the same capacity.**

**DUTIES**

**Payroll Processing which includes among others  
Preparation of net pays, attending to Audit  
Queries.**

**Preparation of statutory deductions, payroll  
Reconciliation,, attending to Staff queries.**