

# CURRICULUM VITAE

## PERSONAL DATA

DATE OF BIRTH: APRIL 26, 1963

NATIONALITY: KENYAN

GENDER: MALE

MARITAL STATUS: MARRIED

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TEL: +254722997028

LANGUAGES: ENGLISH, KISWAHILI AND GUSII

## EDUCATIONAL BACKGROUND

2003: UNIVERSITY OF NAIROBI

In house training on basic Compute skills

2001 – 2002: UNIVERSITY OF NAROBBI

Post Graduate Diploma in Project Planning and Management

1997 - 1999: VARANASY SANKRIT UNIVERSITY INDIA

B. COM (Accounting Option)

1983 – 1984: MOTHER OF APOSTLE SEMINARY – ELDORET

KACE (2 Principals and 2 Subsidiary passes)

1979 – 1982: APOSTLES OF JESUS SEMINARY – KISERIAN

Kenya Certificate of Education (KCE) – Div II

## PROFESSIONAL TRAINING:

1990: STRATHMORE COLLEGE

CPA (I)

**WORK EXPERIENCE:**

**2006 – TO DATE: UNIVERSITY OF NAIROBI, STUDENT WELFARE AUTHORITY**

**POST: HALLS OFFICER (SNR. ADMINSTRATIVE ASSISTANT)**

**DUTIES:**

- Plan, organize, direct, control and evaluate the entire operations of the SMU (Lower State House SMU) in liaison with the Unit Manager
- Control room allocation to student in the SMU
- Assist the Unit Manager in running the welfare of staff and student in the Unit
- Maintain discipline and order amongst students and staff
- Maintain cleanliness in the halls of residence and the entire Lower State House Unit
- Maintain security amongst the students fraternity in the hall of residences
- Supervise staff in the entire SMU
- Prepare performance contracting, budget and estimates for the Unit
- Any other duty as may be allocated by the Manger, Chief Halls Officer and the Director

**July 1996 – 2005: UNIVERSITY OF NAIROBI, STUDENT WELFARE AUTHORITY**

**POSITION: ACTING ACCOUNTANT**

**DUTY STATION: VARIOUS SMUS**

**RESPONSIBILITIES:**

- Preparation of final accounts, budget and estimates in the SMUs
- In charge of receipts and payments in the Units
- Advise the SMUs in financial management and control
- Book keeping of financial records
- Supervise the staff in finance department in the SMUs
- Any other duties that may be allocated by the DFO and the Manager

**1994 – 1996: UNIVERSITY OF NAIROIB, STUDENT WELFARE AUTHORITY**

**POST: ASSISTANT ACOUNTANT SWA HEAD OFFICE**

**RESPONSIBILITIES:**

**Supervising SMU Pay –As –You – Eat (PAYE) supervisors in the SMUs**

## **REFEREES:**

### **Dr. Owour Olungah**

Senior Research Fellow

University of Nairobi

Manager

SWA – LSHR SMU

P. O. Box 30344 – 00100

Nairobi

Tel: 0722-217-132

### **Mrs. Elizabeth Okeyo**

Senior catering officer

University of Nairobi

Student welfare authority

P.O.BOX 30197

Nairobi

Tel. 27225284, 0722377415

### **Mr. Jack K.O. Omondi**

Halls Officer, KSC

University of Nairobi

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NAIROBI

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### **Mrs. J. D Owinga**

Principal Catering Officer

UON – SWA

P.O. Box 30344 – 00100

Tel: 0722-841-080

### **Mr. Joseph Okemwa**

Deputy Finance officer

University of Nairobi

Student Finance

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