

CAROL KENDI JOSEPH

P.O. Box 30197-00100, Nairobi Kenya.

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PERSONAL APPRAISAL

Talented, creative, honest, hardworking, innovative, result-oriented, quality conscious, team player, fast learner, resourceful and self-motivated.

CAREER ASPIRATIONS:

To join a workforce at an organization/ institution that offers a challenging working environment requiring full utilization of my knowledge and implementing my employer's winning and sustainable strategies.

PERSONAL DETAILS:

GENDER:	FEMALE.
NATIONALITY:	KENYAN
RELIGION:	CHRISTIAN
LANGUAGES:	ENGLISH AND KISWAHILI

EDUCATION BACKGROUND:

2019 - TO DATE	University of Nairobi Master of Business Administration (Finance)
2010 - 2014	Bachelor of commerce (Finance), 2nd class honors Upper Division
2005 - 2009	Kenya Certificate of Secondary Education (B -)
1995 - 2004	Kenya Certificate of Primary Education (320 out of 500 Marks)

PROFESSIONAL QUALIFICATIONS

2016 – 2019	Certified Public Accountant (CPA-K) - (Part I, II and III)
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INFORMATION TECHNOLOGY PROFICIENCY

2013 Certificate in Computer Packages

- Spreadsheets - Ms Excel and Ms Access
 - Word Processors - Ms Word and Ms PowerPoint
 - Enterprise Resource Planning(ERP) and ACCPAC (Sage)
 - Accounting Packages - QuickBooks
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WORKING EXPERIENCE:

AUGUST 2016 – DATE: THE UNIVERSITY OF NAIROBI

Position: Assistant Accountant

Duties – Budgetary section

- Control the university budget by making informed decisions before committing an expense.
- Preparing financial reports such as council expense reports, departmental development index/absorption reports, utility reports, and departmental estimate reports among other reports that are key in preparation of Annual Reports and Financial Statements.
- Advising personnel on implications of various expenses in respect to their monthly allocation.
- Preparation of University Supplementary and forward budgets.

Duties - Expenditure section

- Preparing payment vouchers for various suppliers.
- Assisting clients/suppliers track their payment progress.
- Receiving and Filing the local purchase orders.
- Notifying various user departments on the errors or missing information/documents on their requests.
- Preparing payment vouchers for various medical and consultancy expenses refunds for members of staff.
- Any other duty assigned by supervisor.

OCTOBER 2015 – JULY 2016: PAYTECH LIMITED (MAGICTOUCH TECHNOLOGIES LTD)

Position: Technical Officer /Operations/Cashier

Duties:

- Management of Car park system, and System performance tuning.
- Network Administration ; ensuring that the network infrastructure is up and running,
- Hardware maintenance and service,
- Performing daily backups.
- Applying operating system updates, patches, and configuration changes.
- Adding, removing, or updating user account information, resetting passwords.
- Answering technical queries and assisting users and troubleshooting any reported problems.

- Tracking system errors and field device events and applying appropriate solutions.
- Extraction of system reports.
- Preparing deposit slips for the daily banking of cash.
- Reconciling cash in hand and system entries as well as daily reporting.
- Preparing requests for working float funding from the Accountant via the supervisor.
- Custodian of cash on site.
- Handling of any operations issues on site

2010 - 2014: MITUNTU GIRLS' SECONDARY SCHOOL

Position: Christian Religious Education and History and Government teacher

Duties:

- Attended the classes as stipulated in the timetable.
- Coached netball team and took the team to provincials two times and once to regionals.
- Appointed assistant patron of Environment club.

2009 to 2010: OLD MUTUAL MERU BRANCH

Position: Group Scheme Financial Advisor

Duties:

- Prospecting clients to identify their needs for provision of insurance and investment services and products.
- Provide financial advice to clients according to their requirements and risk profile as well as the performance of the specific portfolios.
- Carry out a detailed fact finding review of the potential clients and recommend appropriate insurance and investment products.
- Maintain a regular follow-up with clients to maintain strong customer relationships.

SKILLS ACQUIRED

- Knowledge of SAGE and all Microsoft Office Applications
- Excellent written and verbal communication skills.
- Ability to present complex information in an easy to understand format.
- Problem solving skills.
- Prospecting, negotiation, presentation and territory management skills.
- Good interpersonal and planning skills.
- Ability to work under minimal supervision.
- Good analytical and logical thinking skills.

HOBBIES:

- Travelling.
- Listening to music.
- Reading informative journals.

PERSONAL REFERENCES:

REFEREE

Mrs. Martha Githinji

Principal Mituntu Girls' Secondary School

P.O Box, 58 – 60602, Kianjai

Cell phone 0722839194 or 00203537969

Mr. John Wanga Juma

Ag. Finance Officer

University of Nairobi

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Mrs. Lydia Kibutu

Senior Accountant

Budgetary Control Section

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