

# CURRRICULUM VITAE

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## DAMARIS M. KAVOI, CPA (K)

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### **Personal Information**

Citizenship                      Kenyan  
Marital Status                    Married  
Religion                            Christian  
Address:                            P. O. Box 6407  
    Nairobi – 00100  
Email Address:                    kavoidm@uonbi.ac.ke  
Telephone:                        0720 426674  
ID Number:                        10894762

### **Career Objectives**

*To be practical, thorough and polished in the fields of Accountancy and Financial Management.*

### **Core Values**

*I am driven by honesty, resilience and hard work coupled with good communication skills both orally and written. I am also a dependable team player ready to learn and improve on my knowledge and skills.*



**DAMARIS M. KAVOI CPA (K)**

regulations before passing them.

- Providing assistance to the various departmental heads in coming up with the annual budget and procurement plans.

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**December 1999 – June 2004**

**University of Nairobi -**

**Nairobi, Kenya**

**Assistant Accountant**

**Responsibilities**

- Maintaining all the books of Accounts in the Strategic Management Unit.
- Ensure that all due revenues are properly collected and banked.
- Reconciliation of the cash book with the bank statement.
- Reconciling of the cash book with the computerized general ledger.
- Ensure adherence to the college budget.
- Review vouchers and supporting documentations for accuracy and correctness of the accounting votes before approving them.
- Preparation of the recurring, ad-hoc and or special financial reports as required.

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**October 1995 – December 1999**

**University of Nairobi -**

**Nairobi, Kenya**

**Accounts Assistant**

- Posting the cash book.
- Preparing payment vouchers to suppliers.
- Receiving cash for accommodation, receipting and banking it.
- Preparation of cash vouchers for auditing.
- Participation in salaries pay parades
- Acted as a procurement officer for one year.

**October 1994 – October 1995**

**Accounts Clerk**

**Nairobi, Kenya**

**Responsibilities**

- Maintenance of students' records for room deposit.
- Processing of refunds for room deposit.
- Preparing payment vouchers to suppliers.



## **DAMARIS M. KAVOI CPA (K)**

### **Seminars and Workshops**

- Budgets and Budgetary process – August 2001
- Strategic Management and Goal Setting 2005
- Team Building and Team Maintenance February 2007
- Public Procurement and Disposal act/Amendments 2007
- ISO Auditor 2008

### **Professional Bodies**

- Member of ICPAK – Institute of Certified Public Accountant.
- AWAK – Association of Women Accountants of Kenya

### **Referees**

#### **Prof. Dr-Ing. F. W. O. Aduol**

Principal, College of Architecture and Engineering  
University of Nairobi  
P. O. Box 30197  
NAIROBI 00100

#### **Michael Karue**

Finance Officer  
University of Nairobi  
P. O. Box 30197  
NAIROBI 00100

#### **Peter Busienei**

Deputy Finance Officer  
University of Nairobi  
P. O. Box 30197  
NAIROBI 00100