



DUNCAN MBALUKA MUEMA  
CURRICULUM VITAE

## *Personal Information:*

Born: 1984  
Status: Married  
Address: P. O. Box 30344-00100 NAIROBI  
Tel: +254 725285570  
+254 737802254

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## *Career Objective:*

To further my studies to the highest-level possible so as to orient, explore, calibrate, advance & exploit my talents in order to work with the most challenging & demanding organizations with tougher activities so as to boost, advance, improve, orient & develop my career.

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## *Strength:*

To further my studies to the highest-level possible so as to orient, explore, calibrate, advance & exploit my talents in order to work with the most challenging & demanding organizations with tougher activities so as to boost, advance, improve, orient & develop my career.

# Work Experience:

SEPT 2007 TO DATE

## ***Accounts clerk***

Under Students' Welfare Authority (SWA)  
UNIVERSITY OF NAIROBI

### **RESPONSIBILITIES**

- Bank reconciliation
- Filing
- Committing expenditure.
- Preparation of Payment Vouchers
- Booking Cheques
- Preparing end of month returns.
- Invoicing and collecting debts.
- Receipting and Banking collected debts
- Collecting bank statements for the unit.
- Preparing of invoices and delivering
- Preparing Advances
- Follow up for accounting documents and other duties as directed by the Senior Accountant.
- Handling petty cash.
- Doing procurement plan and budget for the unit.

AUGUST 2010

## ***Presiding Officer***

During the Referendum Exercise.  
Interim Independent Electoral Commission

## ***Education Background:***

JANUARY 2013

***Chartered Institute of Purchasing and Supplies (Cips).***  
Pursuing Diploma in Procurement & supply.

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2010 - 2011

***East Africa Institute of Certified Studies***  
Awarded Certificate in Computer Application

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2008 - 2009

***University of Nairobi***  
Diploma in Business management,  
with a credit Pass.

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FEB - MAY 2008

***University of Nairobi***  
Awarded certificate in Personnel Management  
with a Credit pass.

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JUL - AUG 2007

***Community Counseling & Training Centre***  
Awarded certificate in HIV/AIDS Training & Counseling  
with a Distinction.


## *Achievement:*

- For the last five years working in the University of Nairobi I have exceeded expectations according to my performance appraisal report.
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## *Professional Membership*

- Chartered Institute of Purchasing and Supplies (Cips).
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## *Hobbies:*

- Playing football.
  - Playing table tennis.
  - Playing lawn tennis.
  - Listening music.
  - Reading motivational books.
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## *Referees:*

1. Mrs. Judith Owinga  
Principal Catering Officer,  
University of Nairobi,  
P.O. Box 30197  
Nairobi.  
Mobile: 0722841080
2. Mrs. Sarah Obure  
Accountant,  
Students Welfare Authority,  
Mamlaka Unit,  
University of Nairobi.  
P.O Box 30197,  
Nairobi.  
Mobile: 0722604565.
3. Mr. Richard Munyao,  
Branch Manager,  
Jubilee Insurance,  
P.O BOX 30376-00100,  
Nairobi.