

CURRICULUM VITAE

PERSONAL DETAILS

NAME : Evans Onyonka Nyandumo
DATE OF BIRTH : 1973
MARITAL STATUS: Married
RELIGION : Christian
NATIONALITY : Kenyan
ID NUMBER : 11689664
LANGUAGES : English and Kiswahili.

CONTACTS

Current Address: C/O Finance Dept, University of Nairobi
P. o .box 30197-00100
Email : nyandumo2000@yahoo.co.uk
Cell-phone : 0724-382422

PROFESSION

Certified Public Accountant of Kenya

CAREER OBJECTIVES

To work in a dynamic and challenging environment that offers an opportunity for growth, creativity, initiative and nurturing of professional skills.

To perform duties and any other assignments to the best of my ability so as to achieve the highest level of competence as possible necessary for overall company success.

ACADEMIC BACKGROUND

2008-2009: Kenya Methodist University (P.O BOX 267- 60200 Meru)

Bachelor of Business Administration

Awarded: Second Class Honours

1988-1991: St. Stephens High School Kisii

Kenya Certificate of Secondary Education (K.C.S.E)

Awarded: C-

1980- 1987: Kioge Primary School

Kenya Certificate of Primary Education (K.C.P.E)

Awarded: 349 marks

PROFESSIONAL QUALIFICATION & TRAINING

KATC Intermediate & final level-DIMA COLLEGE OF ACCOUNTANCY

Having satisfied the examiners in the following subjects

Intermediate level

Book-keeping and Accounts

Commercial knowledge and Communication

Business Statistics

Office Organisation and Practice

Elements of Law

Final level

Financial Accounting

Auditing

Cost Accounting and Budgeting

Elements of Law

Introduction to Electronic Data Processing

CPA PART ONE-VISION INSTITUTE OF PROFESSIONALS

Having satisfied the examiners in the following subjects

Section one

Financial Accounting 1

Law1

Economics

Section 2

Exempted

CPA PART TWO-VISION INSTITUTE OF PROFESSIONALS

Having satisfied the examiners in the following subjects

Section 3

Systems Theory and Management Information Systems

Financial Accounting II

Business Finance

Section 4

Financial Accounting III

Quantitative Techniques

Law II

CPA PART THREE-VISION INSTITUTE OF PROFESSIONALS

Having satisfied the examiners in the following subjects

Section 5

Principles & Practice of Management

Management Accounting

Taxation II

Section 6

Financial Accounting IV

Auditing & Investigations

Financial Management

COMPUTER LITERACY

-MS WORD

-MS EXCEL

-MS ACCESS

-QUICK BOOKS

-ACCPACC

WORKING EXPERIENCE

2012-TO DATE- ACCOUNTANT

- DUTIES-Supervising the Income Section staff
- Producing Management Monthly reports
 - Analysing daily cash and cheques collections & Ensuring It is banked intact
 - Bank & cash book reconciliations
 - Approving payment documents

2012-RESEARCH ASSISTANT-INSTITUTE FOR DEVELOPMENT STUDIES

Nationwide Public Opinion survey In Kenya-Funded by NDI

2004-2012-ASSISTANT ACCOUNTANT

- DUTIES-Posting transactions to accpacc
- Analysis of daily bankings
 - Bank/cash book reconciliations
 - Bank transfers

1999-2004- ACCOUNTS ASSISTANT

- DUTIES-Updating cash books
- Preparation of payment vouchers
 - Performing duties of a cashier
 - Bank reconciliations

1994-1999 ACCOUNTS CLERK-STORES

- Stock control –EOQ systems
- Stock receipts and issues
- Processing of purchase orders
- Preparation of payment vouchers

REFEREES

Mr Michael Karue

Finance Officer,
University of Nairobi,
P.O BOX 30197,
00100 - NAIROBI.

Mr Joseph Okemwa

Deputy Finance Officer (SF)
University of Nairobi,
P.O BOX 30197,
00100 - NAIROBI.

Mr Charles Okello

Accountant, Income Section,
University of Nairobi,
P.O BOX 30197,
00100 - NAIROBI.
