

CURRICULUM VITAE-EVANS O NYANDUMO

BIO DATA: 2020

Nationality: Kenyan

Date of Birth: 1973

Marital Status: Married

Official Address: University of Nairobi Enterprises & Services Limited
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Nairobi, Kenya
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Current Occupation: Ag. Chief Manager, Risk and Internal Auditor.
University of Nairobi Enterprises and Services Ltd.

Educational Qualifications:

2014-2016: University of Nairobi (Master of Business Administration)

2008-2009: Kenya Methodist University (Bachelor of Business Administration)

1988-1991: St. Stephen's High School, Kisii :Kenya Certificate of Secondary Education (KCSE)

Professional Qualification:

2005: Certified Public Accountant of Kenya CPA (K)

2010:

Registered as a member of the Institute of Certified Public Accountants of Kenya (ICPAK) MEMBER NO. 7222

Computer Literacy:

- Ms Word
- Ms Excel
- Ms Access
- Quick Books
- Accpacc Sage
- IDEA Audit software

Work Experience:

2019 to Date: Ag. Chief Manager Risk & internal Auditor

- Managing Internal Audit Function
- Facilitating the Audit Committee Meetings through the Managing Director and provision of the Audit Committee with a secretariat.
- Preparation of Annual Internal Audit plan.
- Evaluating the effectiveness of the Internal Controls in the organization
- Preparing the Audit Programs in line with the Audit Plan and the Audit Committee agreed areas of focus.
- Carrying out of risk based internal audits and preparation of timely, detailed, accurate audit reports.
- Advising senior management on key audit issues and recommendations through exit meetings
- Facilitating the development of a strong Internal Audit team through training
- Evaluate the effectiveness of Enterprise Risk Management and provide quarterly status reports
- Recommending mitigation measures to address identified weaknesses where necessary

2016 to 2018: **Ag. Senior Internal Auditor-College of Architecture & Engineering.**

Responsibilities: Overall auditing at the College. This comprises the planning and execution of various audits at the college in order to provide professional guidance to both management and staff in line with audit functions

2012-2016: **Accountant Income Section University of Nairobi**

Responsibilities: Contact person with University Bankers (Agent)
Financial and accounting reports to management including bank, ledger and student reconciliations, bank transfers and supervising staff in the daily operations of the section

2004-2012: **Assistant Accountant Income Section University of Nairobi**

Responsibilities: Performing of accounting functions analyzing credit vouchers, payment vouchers posting transactions to the accounting systems, preparing bank and ledger transactions

1999-2004: **Accounts Assistant Income Section**

Responsibilities: Preparing books of original entry, payment vouchers performing duties of a cashier and reconciliations

1994-1999: **Accounts Clerk University Business Centre**

Responsibilities: Processing purchase orders, receiving and issuing stock to departments, preparation of payment vouchers for suppliers, posting ledger cards and determining re-order levels

REFEREES:

Prof. Peter MNgao

Principal College of Architecture and Engineering

University of Nairobi

P.O.BOX 30197-00200

NAIROBI

Mr. Patrick Agutu

Chief Internal Auditor

University of Nairobi

P.O. BOX 30197

NAIROBI

Mrs. Joyce NyangaraMogere

Assistant Registrar

College of Architecture and Engineering

University of Nairobi

P.O. Box 30197

NAIROBI