

CURRICULUM VITAE

Name: OMONDI DAVID JUMA

(Bachelor of Commerce University of Nairobi)

Email address: Jumad32@yahoo.com, jumad@uonbi.ac.ke

Cell phone no: +254716127846.

Date of birth: 6th December 1990. **Religion:** Christian.

Gender: Male.

Nationality: Kenyan

National identity card no: 27971316

Passport no: A2462214

Languages proficiency: English and Kiswahili.

(1).Career objective and mission.

To always apply my professional skills and experience so acquired to create positive impacts within the corporate society and be one of the best human assets .

(2).Academic qualifications and background.

Year 2011-2015: Undergraduate degree in Bachelor of Commerce, specialization in accounting option at The University of Nairobi School of Business. Awarded Second Class Honours Upper Division Bachelor of Commerce Degree in accounting option.

Year 2005-2008: O-level qualification from Nyatindo Mixed Secondary school. K.C.S.E mean grade achieved B (PLAIN).

Year 1996-2004: Nyatindo Mixed Primary school. Level's qualification 326 marks out of 500 marks in K.C.P.E.

(3). Working experience and period achieved.

October 1st 2018 to date, Accounts Assistant University of Nairobi Centre for Self Sponsored Programmes, Payroll and Disbursement department. Duties involve daily processing of payments for CESSP Direct Service Providers, Suppliers and Customer care services.

January 2017 to September 2018, intern accountant University of Nairobi Centre for Self Sponsored Programme (CESSP).Duties involves daily interaction with student management information system (smis) for continuous update on school fee collected from students.

From May 2015 to August 2015, finance intern at The Ministry of Devolution and Planning Kenya, office of Finance Officer. Responsibilities include budget planning, budget implementation status reports drafting, budget monitoring and evaluation for state MDAs (Ministries, Departments and Agencies).

2010 January to 2010 December, worked at Kenafric Industries as a contractor under Nide Services Limited. I worked as material attendant food and confectionary division.

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(4).Professional Skills and attributes.

| | | |
|-------------------------------|-----------------------------|----------------------------|
| Accounting skills.(CPA Sec 2) | Strategic management skills | Patience and determination |
| Financial analysis skills | Entrepreneurial skills. | Team player. |
| Banking skills | Computer skills | |

(5).Organizational affiliations.

Lower Kabete Campus Christian Union (lkccu).

University of Nairobi accounting student association (ASA).

(6).Hobbies.

Reading books mainly for information both within my professional line and outside.

Listening to music, especially Christian hymns.

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(7).Referees.

1.Mr.Edwin Waithaka.

Head Academic Revenue

Centre for Self Sponsored Programe,

University of Nairobi.

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2.Anthony Mwangi Nduthu,

Chief Finance Officer,

Ministry of Devolution and Planning.

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