

## Michael Adala's C.V.

**Michael Omondi Adala**  
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### Profile

I am a hardworking Kenyan, with over 10 years accounting experience.

An enthusiastic individual with drive to produce results .Effective communication, people handling skills and excellent analytical skills. Quickly forms good working relationships with people at all levels.

### Personal Information

Date of Birth : 22nd June 1967  
Marital Status: Married  
I.D: 8553768

### Professional Qualifications

2000-2001: Certified Public Accountant **CPA I**  
**Vision Institute of Professionals**

2007 –JUNE 2008 : Certified Public Accountant **CPA II**  
**Eagle School of Business and Management**

JULY 2008-JUNE 2010: Certified Public Accountant **CPA III**  
**Pinnacle Business School**

### Academic Background

Currently : Undertaking Bachelor of Business Management (BBM)  
**Moi University**

1982-1985: Kenya Certificate of Education  
Division **II** (Eight Subjects passed)  
**Alliance High School**

1975-1981: Certificate of Primary Education  
**Got Nanga Primary School**

## **Work Experience**

02/2013 – Present: **University of Nairobi**  
A leading institution of higher learning provides services locally and internationally.

### **Ag. Senior Accountant II**

Job Objective: To ensure effective and efficient operation of the payroll unit

Specific Responsibilities:

- Ensuring adequate controls are in place and working, as well as conducting periodic reviews for a monthly payroll.
- Prepare data for salaries paid electronically
- Posting of payments in the FIMS
- Reconciliation of ledger Accounts associated with the payroll
- Ensuring proper payroll controls
- Verifying bank loan applications

07/2012 – 01/2013: **University of Nairobi**  
A leading institution of higher learning provides services locally and internationally.

### **Accountant**

Job Objective: To ensure effective and efficient operation of the payroll unit

Specific Responsibilities:

- Assisting in the supervision of salaries sub section
- Prepare data for salaries paid electronically
- Reconciliation of ledger Accounts associated with the payroll

Handling both external and internal auditors in matters relating to the unit

05/2004 – 07/2012: **University of Nairobi**  
A leading institution of higher learning provides services locally and internationally.

### **Assistant Accountant**

Job Objective: To ensure effective and efficient operation of the payroll unit

Specific Responsibilities:

- Ensuring adequate controls are in place and working, as well as conducting periodic reviews for a monthly payroll of between 400 - 460 million.
- Assisting in the supervision of the salaries team
- Prepare data for salaries paid electronically
- Reconciliation of ledger Accounts associated with the payroll
- Handling both external and internal auditors in matters relating to the unit.

11/1999 – 04/2004: **University of Nairobi**

**Accounts Assistant**

Responsibilities:

- Making Monthly payroll adjustments.
- Handle staff queries relating to salaries.
- Filing of Documents.
- Dispatch of Salary cheques at the end of the month

10/1994 -10/ 1999: **University of Nairobi**

**Accounts Clerk**

Responsibilities:

- Filing of documents.
- Making monthly payroll variations
- Writing payment vouchers.
- Checking payroll entries to ensure accuracy.

01/1992- 09/ 1994: **Sega Chemist Ltd.**

This was a retail pharmaceutical company situated in Nairobi.

**Accounts Assistant**

Responsibilities

- Debtor and Bank reconciliations to ensure harmonious relationship with debtors and bankers.
- Creditors-Reconciling, answering queries and making payments

- Full responsibility for the maintenance of Finance and Administration records

**10/1986 – 12/ 1991: CHANNI'S PHARMACY (K) LTD**

Channi`s Pharmacy was a pharmaceutical company involved in both wholesale and Retail of pharmaceutical products.

Responsibilities

- Recording of all prescriptions dispensed
- Handling customers
- Writing delivery notes for whole sale.

**Workshops , Seminars & Special Courses**

- 12/2012: Basic Fire Fighting course , conducted by St John`s Ambulance.
- 04/2012 : Trustee development Program by College of Insurance in collaboration with Humber Center for Employee Benefits, Toronto, Canada
- 03/2012: Investment Management Seminar for Trustees, organized by Genesis Kenya
- 02/ 2012 workshop on accounting for Revenues, employee benefits & effects of changes, Organized by ICPAK

**Other Responsibilities**

11/2011- Present: Trustee in the University of Nairobi Pension Scheme

**Special Skills**

**Language skills**

- Fluent in English , Kiswahili and Dholuo

**Computer Skills**

- Microsoft applications; Ms Excel, Ms Word, Ms Power point
- Able to work with the internet and intranet in group work, and accessing staff input

**Writing Skills**

**Interests**

Drama, making friends and reading self help books and motivational books.

## Referees

Mr. Leonard G Mwenyura  
University of Nairobi  
P.O. Box 301972-00100  
Nairobi.  
Tel: - 318262 Ext 28109

Mr. Vincent J Tago  
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