

CURRICULUM VITAE (Updated in June 2016)

PERSONAL DETAILS

Name: Mildred Omino

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E-mail: mildredomino@gmail.com

Nationality: Kenyan

Languages: English, Swahili, Luo

Gender: Female

WORK EXPERIENCE

December 2014 to date: **University Of Nairobi**
Administrative Assistant

Duties:

- Updating the Human Resource Management Information System (HRMIS)
- Servicing the disability mainstreaming committee
- Servicing the gender mainstreaming committee
- Coordinating the activities of the disability and gender unit in the university
- Correspondence on gender and disability matters in the university.

December 2012 . May 2014: **African Youth with Disabilities Network (Non Governmental Organization).**

Finance and Administration Assistant

Duties:

- Office administration and financial management
- Preparation and submission of periodic project financial reports and management reports to donors and management respectively.
- Budget monitoring
- Development of operation manuals and policy documents
- Stakeholder mapping

January 2007 . November 2012: **Consumer Information Network (Non Profit Organization)**

Administrative Assistant

Duties

- Financial Management
- Preparation and submission of financial reports to donors and Management
- Payroll Management
- Preparation of operation budgets and project budgets
- Events management and coordination

Research Papers

- Conducted a research on process costing and organization efficiency . Case of Agrochemical industry and Chemelil Sugar Company.
- Conducted a research on factors affecting loan repayment by Women enterprise fund borrowers in Kenya - A case of Makadara Constituency in Nairobi

PROFESSIONAL QUALIFICATION

2015 to date	Master of Arts in Public Administration (Ongoing)
2011- 2013	Bachelor of Commerce (Finance option) . Second class honours upper division KCA University
2003 . 2005	Diploma in Accountancy . Credit Pass Kisumu Polytechnic

SHORT COURSES

- Project cycle Management . MDF . ESA, Arusha, Tanzania.
- QuickBooks Accounting- Nairobi Institute of Business Studies, Kenya.

EDUCATIONAL BACKGROUND

1997 - 2000	Kenya Certificate of Secondary Education . Mean grade of B- Joytown Secondary school, Thika, Kenya.
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PROJECTS SUCCESSFULLY IMPLEMENTED

PROJECT	DONOR	PERIOD
1. Health Budgets in Kenya	Wemos Foundation (Netherlands)	2007
2. CI Biosafety Project	European Commission (EC)	2008 . 2009
3. Access to Knowledge	Consumers International (CI)	2009
4. Sustainable Consumption And Climate change	Swedish Society for Nature Conservation (SSNC)	2009- 2012
5. Access to essential medicines	Open Society Institute (OSI)	2009-2012
6. Promoting financial education Through consumer Education	DFID/FEF	2010-2012
7. Strengthening African Youth with Disabilities Network	Disability Rights Advocacy Fund	2012 - 2014

CAREER OBJECTIVES

- To offer viable solutions to organization needs with opportunity for improved accountancy and project management standards.
- To add value to available standards.
- To increase productivity, efficiency and accuracy.

PERSONAL PROFILE

- Able to work and excel in Project Management, Accountancy and Business Administration with opportunity for challenge and growth.
- A physically challenged lady who advocates for empowerment of youth, girls and women with disabilities through focused development initiatives.
- A good organizer with special leadership ability.
- Result oriented, Able to work independently under challenging circumstances.

ASSOCIATIONS AND INTERESTS

- Member of Women and Realities of Disability Society
- Reading informative books, journals and magazines
- Volunteerism
- Singing and listening to Music
- Socializing and networking

REFEREES

Fredrick Ouko,
African Youth with Disabilities Network
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