

CURRICULUM VITAE

MARY ATIENO OKAWO

Mobile: +254721324944

P.O BOX 30197-00100 NAIROBI

Email: mokawo@uonbi.ac.ke

ID no: 6189367

Short-Term Objective:

To apply my knowledge and skills and gain practical experience in Accounts.

Long-Term Objective:

To be an expert in all aspects of accounting.

Education:

1971 – 1977 Attended Ugunja Primary School

1978 – 1979 Attended St Francis Girls High School

1980 – 1981 Bikira Girls Secondary School

Other Training:

Computer - Nuclear Science U.O.N

Computer - ICT Centre

Working Experience

1984 – 1985 Worked as a casual with University Students Accommodation Board in Finance Department

1985 – 1986 Expenditure Section as a clerk grade II

1987 - 1990 Salaries Section as payroll clerk grade II

1991 - 1992 Pay As You Eat System cashier grade III

1993 – 1996 Salaries Section as payroll clerk

1997 Upper State Hse Road Unit SMU as a cashier

1998 – 2001 Salaries Section as payroll clerk

2002 Expenditure Section as a clerk

2003 Parklands SMU as a cashier

2004 – date Salaries Section as payroll clerk grade III

COMPETENCES:

- Demonstrates commitment to working towards an organization's mission, vision and core values.
- Demonstrates excellent organization, interpersonal and communication skills.
- Demonstrates respect for diversity.

FUNCTIONAL COMPETENCES:

- Ability to work under tight deadlines.
- Ability to work in a team environment.
- Friendly and responsible.

