

**CURRICULUM VITAE  
FOR  
SYLVESTER MULWA KIILU  
P.O. BOX 68241-00200  
NAIROBI**

**PERSONAL INFORMATION**

<b>DATE OF BIRTH:</b>	<b>20<sup>TH</sup> MAY 1980</b>
<b>ID NO:</b>	<b>22001288</b>
<b>NATIONALITY:</b>	<b>KENYAN</b>
<b>MARITAL STATUS:</b>	<b>MARRIED</b>
<b>RELIGION:</b>	<b>CATHOLIC</b>
<b>LANGUAGES:</b>	<b>ENGLISH, SWAHILI AND KAMBA</b>
<b>MOBILE NO.</b>	<b>0722-177245</b>
<b>EMAIL:</b>	<b><u>sylkiilu@yahoo.co.uk</u></b>

**CAREER OBJECTIVE**

To work for an organization that propagates creativity and innovation and to contribute to the achievement of its objectives and vision as well as working within the set rules and standards by institute of certified public accountants of Kenya (ICPAK)

**PERSONAL ATTRIBUTES**

- Good interpersonal skills
- Quick learner
- Excellent communication skills

**WORK EXPERIENCE**

May 2012 to Date

**University of Nairobi**

**Audit Assistant**

**Duties and responsibilities**

- Checking payment vouchers to ensure that they comply with regulations.
- Verification of asset register to ensure that all assets are correctly recorded
- Assist in verification of expenditure returns.
- Conducting investigation as required and issue a report on the same.
- Issuing and auditing of accountable documents.
- Auditing of university systems to ensure their effectiveness.
- Any other duty as directed by the supervisor.

May 2008 to April 2012

**UNES (University of Nairobi Enterprises and services)**

**Cashier**

**Duties and responsibilities**

- Assisting in preparation of financial statements.
- Managing of debtors register.
- Receiving and banking cash collections and cheques.
- Preparing credit vouchers, revenue and management reports.
- Managing and recoupment of petty cash allocation
- Bank reconciliation.
- Any other duty as directed by the supervisor.

January 2007 to April 2008:

**Institute of community development**

**Accountant**

**Duties and responsibilities**

- Receiving, updating and maintaing the student's fee payment register.
- Budgeting for and making order for office supplies and equipments.
- Preparing books of accounts.
- Submitting report on debtors and creditors status to the management.
- Calculating and remitting of statutory deductions i.e. NHIF, NSSF, and PAYE.
- Preparing payroll and updating the master roll.
- Bank reconciliations.

Sept.2006 to Dec. 2006 (attachment)

**Elimu SACCO Society Ltd**

**Accounts assistant**

**Duties and responsibilities**

- Trial balance reconciliation's
- Bank reconciliation's
- Preparation of final member statements
- Postings of journal vouchers
- cash book maintenance

Jan 2003-Dec 2005

**Fiesta communications**

**Accountant**

**Duties and responsibilities.**

- Computation and remitting of VAT.
- Coordinating branch deposits, withdrawals, and managing the monthly petty cash allocation.
- Preparation of financial statements i.e. profit and loss account and the balance sheet
- Computation and reporting of all commissions and bonuses for each employee.
- Preparation of employee's payroll
- Generating and distributing monthly dealer statements reconciled to the individual dealer records.

Dec 2002

**Electoral commission of Kenya (ECK)**

**Polling/counting clerk-Machakos town constituency**

**Duties and responsibilities**

- Verifying voters documents i.e. identity card and voter's card.
- Issuing of ballot papers to voters duly identified
- Assisting presiding officers with counting and tallying of votes
- Any other duty as directed by the presiding officer

**PROFESSIONAL COURSES**

VISIONS INSTITUTE/PINNACLE BUSINESS SCHOOL

**CPA 111 - PASSED.**

**COMPUTER TRAINING**

**2003 -EDSAL COLLEGE (Machakos)**

- Introduction to computers
- Ms-Dos
- Windows 95/98/00/XP
- Ms-word 97/00/XP
- Ms-excel197/98/XP
- QuickBooks

## **OTHER TRAINING AT U.N.E.S**

- *Drugs and drug abuse*
- *Customer care*
- *Integrity training*
- *I.S.O procedures*

## **EDUCATIONAL QUALIFICATIONS**

### **1995-1998**

Pope Paul (VI) junior seminary (Machakos)  
KCSE GRADE C+ (Plus)

### **1986-1994**

Kiteini Primary School (Machakos)  
KCPE B (PLAIN)

## **EXTRA CURRICULAR ACTIVITIES**

- Participated in high school games and competitions such as volleyball, football and basketball.

## **COMMUNITY SERVICE ACTIVITIES**

- Participated in a clean up exercise at Mutituni market organized by Mutituni Catholic Church (machakos district)
- Involved in AIDS awareness campaign at Machakos District.

## **HOBIES**

Socializing, traveling and watching soccer.

## **REFEREES**

### **ABEDNEGO MUTUA**

FINANCE OFFICER  
BRITISH PHARMACEUTICAL LTD  
P.O.BOX 79012-00400  
NAIROBI.  
Cell: 0723598363  
Tel:0204442283/4.

### **JOHN KIAMBI**

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