

CURRICULUM VITAE

NICHOLAS BONIFACE ITUMO

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Personal Information	<table><tbody><tr><td>Age</td><td>38 years</td></tr><tr><td>Gender</td><td>Male</td></tr><tr><td>Nationality</td><td>Kenyan</td></tr><tr><td>ID No</td><td>21665417</td></tr><tr><td>Marital Status</td><td>Married</td></tr><tr><td>Languages</td><td>English, Kiswahili and Kikamba</td></tr><tr><td>Mobile</td><td>0727087512</td></tr><tr><td>Religion</td><td>Christian</td></tr></tbody></table>	Age	38 years	Gender	Male	Nationality	Kenyan	ID No	21665417	Marital Status	Married	Languages	English, Kiswahili and Kikamba	Mobile	0727087512	Religion	Christian
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Profile	<ul style="list-style-type: none">• I am diligent, self- motivated and goal-oriented person committed to excellence in performing tasks within my responsibility. I am a team player, diversified and dynamic, possessing good analytical, communication and interpersonal skills.• Am developing myself as a competent accountant adaptable to all situations and environment with intentions of being exposed to new challenges and experience. This will enable me develop my capacity for growth and create an opportunity for appreciating organizations' policies and procedures.• Am a bachelor of commerce (finance) holder and a CPA-K with six years experience.																

<p>Career objective</p>	<ul style="list-style-type: none"> • Teamwork, ability to learn, ability to work in a multi-disciplined and multi-cultural environment and Pursue a career in dynamic and challenging environment where accuracy, accountability and high professional discipline is required. • Also work with honest and uphold integrity by offering quality service under no supervision geared towards achieving organizations goals. That will eventually offer me an opportunity for growth in my career.
<p>Academic and Professional Training.</p>	<p><u>2014-2017:</u></p> <p>SOUTH EASTERN KENYA UNIVERSITY.</p> <ul style="list-style-type: none"> • -Bachelor of Commerce(finance) <p><u>2011-2014</u></p> <p>KITUI INSTITUTE OF DEVELOPMENT STUDIES</p> <ol style="list-style-type: none"> 1. -CPA Section I, II, III, IV, V, VI(CPA-K) 2. Member of ICPA-K. 3. -Computer Applications MS word, MS excel, MS access, MS Publisher and MS power point, Sage and Quick books. <p><u>2008-2010</u></p> <p>IN-SERVICE CERTIFICATE IN MANAGEMENT BY MINISTRY OF EDUCATION</p>

	<p><u>1997-1999</u></p> <p>THOGOTO TEACHERS COLLEGE</p> <ul style="list-style-type: none"> • P1 Certificate <p><u>1993-1996</u></p> <p>St. Luke’s Yatta Secondary School</p> <p>-Kenya certificate of Secondary Education (KCSE)</p> <p><u>1985-1992</u></p> <p>SYOMAKANDA PRIMARY SCHOOL</p> <p>-Kenya Certificate of Primary Education (KCPE)</p>
<p>Work Experience</p>	<p><u>JANUARY 2014- TO DATE:</u></p> <p>School Administrator- Stella Maris Academy and investments.</p> <p>Main Duties</p> <p>1. Financial management :</p> <ul style="list-style-type: none"> • <i>Salaries / statutory deductions</i> • <i>Filling income tax returns</i> • <i>Payables and receivables</i> • <i>Liquid cash and banking</i> • <i>Bank reconciliation</i> • <i>Keeping books of accounts</i> • <i>Final accounts</i> • <i>Internal control systems</i> • <i>Internal audit</i>

2. Filing and custody of important documents.
3. Budgeting, coordination and organizing.
4. Procurement and purchase of materials
5. Inventory management
6. management of expenses
7. Staffing and allocating duties and responsibilities.
8. Secretary to board of management.
9. Development and strategic positioning of the school.
- 10.Planning school programs and policies.
- 11.Re-investment of earned profits (Real estate, equity) and their maintenance.
- 12.Maintaining good relations between the institution and customers/suppliers.

JUNE 2014 TO DATE

**LECTURE KITUI INSTITUTE OF
DEVELOPMENT STUDIES (PART TIME)**

Main Duties

Teaching different subject as allocated by management e.g.

- Management accounting
- Strategy, ethics and governance
- Financial management
- Taxation
- Financial accounting and reporting
- auditing

Work experience

JUNE2012-DECEMBER2012

NGUTA AND ASSOCIATES (ACCOUNTANTS AND INCOME TAX CONSULTANTS)

Main Duties

1-Accounting

- a) Bank reconciliation**
- b) In charge of liquid cash for the organization**
- c) Payment of staff**
- d) In charge of bank transactions**
- e) Preparing final accounts**
- f) Filling document**
- g) Internal control systems.**

Work experience

2-Auditing

- a) Independent examination of books of account.
- b) ETR receipts and Z report.
- c) c) Local purchase order
- d) d) Cash book
- e) e) Purchases and ledger book
- f) f) Forming an opinion as to whether books of accounts are prepared, kept, and maintained properly
- g) g) Detecting errors and frauds and advising on how to prevent them
- h) Preparing audit reports.

3-Income Tax Matters

- Filling income tax returns.

Work experience

JANUARY 2012-JUNE 2012

KITUI TEACHERS SAVING AND CREDIT COOPERATIVE SOCIETY (ATTACHMENT)

Practiced in

- 1-marketing
- 2-loan processing
- 3-Finance

2005-2010

HEAD TEACHER (STELLA MARIS ACADEMY)

Duties

- 1-Discipline
- 2-Curriculum
- 3-Implimentation of school program
- 4-School development
- 5-Member of school board of management

2001-2005

TEACHER STELLA MARIS ACADEMY

Duties- Teaching

1997,2002, 2007 ,2013

IEBC (polling station clerk)

ACHIEVEMENTS

1. I have been able to meet user demands and in good time(Both employer and customer)
2. I have successfully coordinated different teams positioning the institution among the top in the county in student performance, growth and profitability.
3. Set and achieved standards of quality service delivery enhancing user satisfaction.
4. Maintained good relations between the organization, government and other stakeholders

Job Related Skills

- -Highly motivated, with excellent analytical, writing and Communication skills.
- -Flexible with a self-driven personality.
- -Multi-cultural team player who can rapidly Master aspects of work with limited training.
- -Responsible with ability to meet deadlines under minimum supervision.
- Speed, stealth and agility

Interest and Hobbies

- ✓ Playing and watching soccer
- ✓ Socializing
- ✓ Travelling
- ✓ Praise and worship songs
- ✓ Bible reading
- ✓ Watching movies

REFEREES

Ms. Theresah kimanthi

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Stellamaris Academy

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