

CURRICULUM VITAE

MICHAEL OTIENO OLOO

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Date &Place of birth

Siaya District, 1969.Status-Married

Gender: Male

Nationality: Kenyan

PERSONAL PROFILE

I am a dedicated individual who exudes confidence with exemplary organizational skills ,team work ,high degree of integrity,and self driven among other attributes in the discharge of my duties in the finance department with over 27 years of experience.I have over the years served to the best of my ability to enable the organization realize its goals and objectives.I am versatile to any work environment andthat has enabled me to work in all the sections in the finance department.

EMPLOYMENT RECORD

- UON-CESSP -2015 to date (5 year)
- University of Nairobi Enterprises and Services Ltd-April-1999 -2015-(15 years)
- University of Nairobi -1992 to 1999

WORK EXPERIENCE

UON-CESSP — 2015-TO DATE- Accountant

Current position

Responsibilities

- Collection of tuition and application fee
- Reconciliation of students records in the schools,faculty/institute
- Customer service-attending to client enquiries and directing them to appropriate university offices
- Preparation of daily transaction summaries
- Provision of reports-Direct credits,debtors,fee compliance
- Uploading of fee receipts into the student ledgers
- Reconciling ACPCPAC postings with SMIS transactions
- Updating of fee structures into the degree template

- Clearance of students due to graduate
- Reconciliation-Student ledger,Daily bank and SMIS entries
- Supervision of staff .
- Orientation of in coming students on finance issues in schools during as they report

UNES LTD -Accountant -2014 to 2015

Responsibilities

- Preparation of DSP –Payments
- Preparation of PAYE returns
- Posting of payments to ledgers
- Preparation of journals
- Calculation of DSP allocation
- Transfer of UON and college allocations
- Payment of suppliers
- VAT. returns

Assistant Accountant 2010- 2014
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Responsibilities

- Processing suppliers invoices and other payment requests.
- Preparing Cheques and payment summaries for transmission to the bank.
- Maintenance of office float.
- Pettycash recoupment's for UNES-IGU'S
- Coding and posting of invoices
- Preparing Journal Vouchers
- Posting payments into the cashbook
- Supplier accounts reconciliation
- An agent of LINES Bank Accounts

2006-2010-Students Cashier (G.3 Office)
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Responsibilities

- Receipting of cheques /deposit slips
- Updating students Accounts
- Preparation of credit vouchers
- Daily banking
- Enquiries

Accounts Assistant/Head Cashier (UNES HQ) -1999-2005

Responsibilities

- Receipt of student fee
- Receipt of revenues from UNES IGU'S
- Banking of students collections and IGU Revenues
- Preparation of credit vouchers o Updating of student fee Accounts
- Unes Bank Accounts Agent.{Withdrawal of Cash,liason with UNES Banks
- Processing of payment vouchers and pettycash recoupmnt for UNES IGU'S
- Processing suppliers and Direct Service Providers payments.

I had also worked with UON-As accounts clerk/Accounts Assistant cashier for 7years prior to joining UNES in 1999.

EDUCATION /PROFESIONAL QUALIFICATIONS

- .Bachelors degree in business management-BBM(currently in -4th year) Moi University -NBI campus.
- Diploma in Management-DBM -2005- University of Nairobi
- Kenya Certificate of Secondary Education-Ambira High School(1983-86)
- Certified Public Accountants part -one
- Accounts Clerks National Certificate

Computer proficiency

- Certificate in Computer Applications [MS.Word,Excell,Access power point ,outlook and internet]

TRAININGS

- Customer care
- Anticorruption and integrity
- Records Management
- Team buildings
- Effective management training
- Integrity
- National Cohesion

NOTABLE ACHIEVEMENTS

- Part of the five member staff from finance department seconded on leave of absence to UNES LTD to help during its establishment the company has since grown to its current status interms of running university businesses
- Provision of vital data of finance operations during automation of student records in UNES/CESSP
- I am proud to see the revenues steadily rose from a paltry 800,000 at the beginning to the current levels.
- UNES/CESSP has grown and created employment to more than 80 kenyans in addition to helping the University to achieve its goals and obligations from the initial 9 Staff members.

HOBBIES

Reading business news, volunteering for worthy causes, Youth mentor

REFEREES

Simplicious Ochieng
P.O. Box 68241-200
NAIROBI

Ms Jennifer Mburu
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NAIROBI