
CURRICULUM VITAE

NAME - PAUL MAKAU
GENDER - MALE
DATE OF BIRTH - 1971
NATIONALITY - KENYAN
MARITAL STATUS - MARRIED
RELIGION - CHRISTIAN
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LANGUAGES - English, Kiswahili & Kikamba

EDUCATION BACKGROUND

<u>YEAR</u>	<u>SCHOOL</u>	<u>GRADE</u>
1977- 1985	Kyaani Primary School	K.C.P.E
1986 - 1989	Mutituni Secondary	D+

PROFESSIONAL QUALIFICATIONS

2007 - 2009 - Kenya Institute of Management

i) Diploma in Business Management - Part II
ii) Diploma in Business Management - Part I
2007 - Kenya Institute of Management

i) Advanced Certificate in Business Management

ii) Certificate in Business Management

1996 - Devonshire
College

- i) Single Subject Diploma in International Business Communication
- ii) Single Subject Diploma in Purchasing Management
- iii) Single Subject Diploma in Store Management and Stock control

2004 - Intellect Computer Services

- Ms Dos,
- Ms Access
- Ms Excel
- Ms Windows

WORKING EXPERIENCE

I joined University of Nairobi in 1992 as Records Clerk i.e Kabete Field Station. My duties included the following:-

Maintaining the analysis book:-

- I) Entries of both revenue and expenses
- II) Monthly summaries

Sale of farm produce:-

- i) Receive from the fields
 - ii) Dispatch/Delivery
 - iii) Invoice debtors
 - vi) Preparation of sales summaries.
- Safety custody and surrender of all sales proceeds to the college Accounts Office.
 - Marketing of farms products and market survey.
 - Verifying produce store as per production and disposal.
 - Preparing monthly returns, accounting the use of the vehicles and tractors and their running cost.
 - Filing documents and keeping record.

In 1996, I was deployed to Kabete filling station as petrol attendant/Supervisor and my duties included the following:-

- i) Ordering and receiving fuel products
- ii) Making a follow-up.

- iii) Collecting revenue and remitting the same to the college Bursar/Accounts office.
- iv) Keeping records.

In 2006 I was later deployed to Principal's Office as Registry Clerk. My duties included the following:-

- i) Assist in maintaining files in proper order, pull records for processing and filing.
- ii) Assist on processing requests for student records, staff records, in accordance to privacy and university regulations.
- iii) Assist in performing sorting, checking, calculating and posting functions.
- iv) In charge of graduation gowns, processing, hiring out requests and ensuring that they are clean and securely stored, ready for use whenever required.
- v) Assist in maintaining filing system, databases and confidential records.

In the year 2007, I was transferred from College of Agriculture (CAVS) and Veterinary Sciences to Students Welfare Authority (SWA) as A Storekeeper/Procurement Clerk. The position I am holding up to date.

My duties include the following:-

- i) Ensuring that all the products are purchased in accordance with the institution policies.
- ii) Preparations of stores purchase requisitions
- iii) Ensuring that accurate purchasing records are maintained.
- iv) Recozilling of physical stock and book balances.
- i) Receiving and issuing of materials to user department.
- vi) Up-dating stock records and monitoring re-order levels.
- vii) Monthly stock taking
- viii) forwarding the invoice and the goods received notes to finance in good time to facilitate timely payment..
- ix) Secretary to the Unit Inspection and Acceptance committee.

CAREER OBJECTIVES

To work in an institution that recognizes and appreciates personal initiative.

To exploit my acquired knowledge and skills for others certification for betterment of myself.

WORKSHOPS ATTENDED

- July 2009 - Training in Records Management
- August 2009 - Training in Human resource Management Information systems (HRMIS).
- January 2011 - Workshop on Technical Evaluation for goods and services, Technical evaluation process and Impact of technical evaluation in the tendering and award process.
- February 2011 - Workshop for Disposal, Procurement and Inspection, drawing of Procurement Specifications and role of Inspection and acceptance Committees and Challenges.

HOBBIES

Listening to Music
 Traveling
 Football

REFEREES

Jeremiah N. Nthusi
 Deputy Procurement Manager
 University of Nairobi (SWA)
 P.O BOX 30344
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Zadok Opole
 Customer Relations Officer
 University of Nairobi (SWA)
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Doreen Alusa
 Personnel Officer
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