**Stephen Omondi Oganga** Nationality: Kenyan

P.O.BOX 91112-80103,

Mombasa-Kenya

Email: [omoshsteve@gmail.com](mailto:omoshsteve@gmail.com)

Phone: +254 722428977

CAREER ASPIRATION

To establish and develop a career in an evolving technological world by being part of a professional and dynamic team in a reputable organization, enhance my sector knowledge and productivity towards the achievement of organizational mission and vision.

EDUCATION

**Institution:** University of Nairobi, **Qualification:** Masters in Public healthData science ( Ongoing). **Institution:** Kenya School of Revenue Administration (KESRA), **Qualification:** Post Graduate Diploma in Taxation Administration. **Institution:** Times Training Centre,

**Qualification:** CPA Part III, Section 6

**Institution:** JomoKenyatta University of Science and Technology **Qualification:** Bachelor of Science in Statistics and Computer Science

**ATTAINED:** Second Class Honors (Upper Division)

**Institution:** Allidina Visram High School

**Qualification:** Kenya Certificate of Secondary Education

# ATTAINED: B+

EXPERIENCE

# Currently

**Organization:** Kenya Revenue Authority

**Job title:** Revenue officer

# Duties:

* Review tax returns and financial statements to determine tax liabilities.
* Review tax returns and financial statements to determine tax liabilities.
* Develop strategies to promote voluntary compliance among taxpayers.
* Provide guidance and assistance to taxpayers on tax obligations and procedures.
* Organize and conduct workshops or seminars to educate taxpayers about tax laws.
* Analyze tax data and trends to identify compliance issues and areas for improvement.
* Work closely with other departments, agencies, and stakeholders to improve tax administration and enforcement.

# May 2012- June 2013

**Organization:** Pacific Architects and Engineers, PAE (Camp Lemonier Djibouti-Africa)

**Job title:** Project Control Analyst

# Duties:

* Prepares budget estimates for Base Operation Services activities centered on Labor, Materials, subcontracts and Other Direct Costs by utilizing established methods.
* Assists Annex Managers in preparing budget reports and other related project control planning based on a defined Program Work Statement (PWS).
* Analyzes the project Income statement and prepares the monthly Estimate at Completion (EAC) full year/out year forecast reports.
* Supervises the implementation of work breakdown and Project Coding structures for control and integrity of work to be performed.
* Monitors weekly and monthly performance against Budget at Completion (BAC), Estimate at completion (EAC) and Estimate to Completion (ETC).
* Brief Annex Managers on cost performance variance analysis and the resulting need to spend or control costs within budgets/schedules.
* Takes the lead in establishing and/or implementing cost standards for recording, reporting and analyzing performance data.
* Collects, interprets and inputs schedule data into the EAC database and provide output to the project team.
* Analyzes variances in cost and schedule performance against the plan, communicates the reasons for the variances and proposes mitigation plans to Project Management.
* Conducts unannounced labor/timesheet audits on project personnel in compliance with DCAA audit standards.
* Exporting Open commitments, Detailed Transactions, Received Materials, Income Statement and Balance sheet using Solomon Dynamic’s financial system.

# October 2011 – April 2012

**Organization:** World Agroforestry Centre (ICRAF)

**Job title:** Accounts Assistant

# Duties:

* Writing of payment vouchers to facilitate disbarment of funds to the regional offices in Uganda, Tanzania and Rwanda where various projects were running.
* Helping the budget holders in preparation of financial proposals which conforms to the organization’s policies so as to be sent to donors, partners and collaborators.
* Monitoring expenditures of various budgets and communicating the status to appropriate budget holders.
* Reconciliation of expenses charged on wrong budgets.
* Ensure all regional offices account for their imprest on a monthly basis as required.
* Ensure all imprest accounts are reconciled and are up to date.
* Ensure all reconciliations are approved by the Finance Officer in charge of the region.
* Preparation and submitting of donor financial reports for various budgets when they are due and in the required format.
* Preparation of audits for special projects.
* Maintain filling of all regional financial records, returns and documents.
* General operations of inputting, posting and importing of transactions to the Sun Systems.

# March 2011 – September 2011

**Organization:** World Agroforestry Centre (ICRAF)

**Job title:** Finance Clerk (Internship)

# Duties:

* Payment of consultancy fees that is due for payment to consultants.
* General reconciliation and follow up of hosted institutions accounts.
* Computation and payments of final dues to employees who have ceased to work for the organization.
* Remittance of payroll and statutory deductions on monthly basis to the relevant authorities.
* Preparation and payment of students’ stipends.
* General operations of the Sun systems i.e. posting of transactions, spooling of data and querying of information.
* Raising of invoices for facilitation of funds to be received from donors, partners, collaborators and hosted institutions.
* Preparation and payments of staffs’ employment benefits.
* Proper filling and record keeping.
* Writing of payment voucher to initiate general payments to vendors, casual laborers and any other approved payments.
* Maintenance and settlement of staffs’ personal accounts.

REFEREES

Mr. Francis Katana Mwangome Director, Egemeo Research limited Phone: +254722324018

Email: [francismwangome@yahoo.com](mailto:francismwangome@yahoo.com)

Mr. Deogratius Ndonye

Energy Engineer, Responsability

Phone: +254723487432

Email: d\_ndonye@ymail.com

Mr. Elijah Chiwai Engineer, Wartsila Phone: +254721934582

Email: [chiwaiboy@gmail.com](mailto:chiwaiboy@gmail.com)