

NAME: VINCENT OMONDI OWERA.
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Professional Profile

Proactive and tech-savvy accounting and administration professional with hands-on experience in financial reporting, budgeting, and compliance. Proficient in Excel, Optimum ERP, and with a solid foundation in computer packages and data management tools. I bring a keen eye for detail and a commitment to supporting data-driven decision-making through efficient financial and administrative processes.

Education

1. Bachelors of Business Administration with IT (Accounting Option)

Maseno University | 2019 – 2024

Second Class, Lower Division.

2. Computer Packages Training/Assistant Computer Tutor

St. Joseph Catholic Computer Center | May – Dec 2024

Trained students in computer applications with a focus on financial tools

Guided learners in accounting software and data management

Core Skills

- Financial data entry & reporting
- Advanced Excel (modelling, analysis)
- Budget preparation & variance analysis
- Document filing
- Accounting software (Optimum ERP)
- Audit support & compliance checks
- Team collaboration & communication

Professional Experience

- Accountant/Admin Intern

Ugunja Development Initiative | Jan 2025 – June 2025

- Maintained accounting records & files.
- Prepared payment vouchers.
- Managed administrative tasks.
- Managed cashbooks in Excel.
- Managed requisitions.
- Managed inventory keeping.

- Finance Attaché

Siaya Institute of Technology | May 2022 – Aug 2022

- Processed payment vouchers.
- Managed cashbooks.
- Filed financial documents.
- Verified bank receipts using Optimum ERP and Abno software

Projects

- Automated Excel-based data entry and reporting system
- Designed and managed an inventory management system
- Conducted budget analysis and forecasting for a non-profit organization
- Prepared required documents for auditing, ensuring regulatory compliance

Referees

Mr. Evance Ochieng'

Finance Officer, Siaya Institute of Technology

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