**CURRICULUM VITAE**

**PERSONAL DETAILS**

NAME: WANYAMA AMOS WAFULA

ADDRESS: P.O BOX 6108 – 00100

NAIROBI, KENYA.

TELEPHONE NO: 0719777552

EMAIL: wanyamaamos1@gmail.com

COUNTY: BUNGOMA

**PERSONAL INFORMATION**

DATE OF BIRTH: 26TH JUNE 1988

GENDER : MALE

MARITAL STATUS: MARRIED

LANGUAGES SPOKEN: ENGLISH, KISWAHILI

**CAREER VISION:**  To be the organization’s choice of an efficient and competent professional in providing economic and financial information that helps management and investors to make a sound decision that increases their wealth and safeguarding organization’s assets for organization development and economic development of the country.

**MISSION:** To get an opportunity to contribute positively to the economic and social wellbeing of the region, state and nation.

**PERSONAL ATTRIBUTES**

* Keen attention to detail.
* Problem solving skills.
* Quick learner.
* Team player.

**EXPERIENCES**

**SEPTEMBER 2015 TO DECEMBER 2015**

**INTERNSHIP: county government of Bungoma, office of the controller of budget**

**DUTIES:**

* Draft letters for different chief officers in the county.
* Computation and fillings of documents for future reference
* Scanning and uploading of important finance documents
* Report analysis from different ministries of the county
* Monthly report writing for current and development expenditure of the county
* Responding to client calls and advising them accordingly
* Editing and recording data from different ministries of the county
* Spread sheet and excel computation of data

**OCTOBER 2015 TO NOVEMBER 2015**

**Monitoring and evaluation exercise in Bungoma County**

**DUTIES:**

* Editing and recording data from the respondent during the time of monitoring
* Assess the status of book keeping and documentation of the project
* Verify the selected projects and programs on the ground
* Determine the implementation status of the project
* Prepare a comprehensive report with details of each of the selected projects underlining their outputs and outcomes.

**MAY TO JUNE 2017**

**Monitoring and evaluation for**

**Community empowerment fund projects in Bungoma County**

**DUTIES:**

* Editing and recording data from the respondent during the time of monitoring
* assess the status of book keeping and documentation of the project
* verify the selected projects and programs on the ground
* Determine the implementation status of the project
* Prepare a comprehensive report with details of each of the selected projects underlining their outputs and outcomes.

**JUNE TO AUGUST 2017**

**Research and Computer Writings**

**DUTIES:**

Research for the assignment assigned from outside the country using HARVARD, APA and MLA style. Spread sheet and excel work.

**SEPTEMBER 2017 TO DATE**

**Assistant Accountant in Audit firm (Desrach Consulting Company, Wetlands, Nairobi)**

**DUTIES;**

* Excel data input for NSSF/NHIF for payments.
* Cash Book keeping.
* Maintain an efficient, proper and transparent financial filing system of all documents relating to finance.
* Administration of petty cash.
* Record accounting transactions
* Calculation and filling returns for PAYE and VAT for submission to KRA
* Prepare, and maintain accounting and finance spreadsheets.
* Data entry and processing in Quick Books and excel accounting.
* Clients’ accounts reconciliations for payments received and disbursed.
* Enter, and retrieve accounting data from the systems.
* Prepare and submit customer/clients invoices.
* Prepare all financial accounts ready for Auditors.
* Typing of office hard copy documents into soft copy.
* Executing numerous tasks that involves computer programs such as word, access and excel packages.
* Photocopy, binding, Scanning, printing and shred of confidential reports.
* Making and receiving phone calls for customers and advise them accordingly.

**PROFESSIONAL EDUCATION**

**2013 - 2016: first degree;** Bachelor of Arts (**economics**)

Moi University.

**EDUCATIONAL BACKGROUND**

**2008 - 2011: Kenya certificate of secondary education**

KCSE Misikhu friend’s secondary school scored mean grade of **C+.**

**1999-2007: Kenya certificate of primary education**

KCPE Bwake R.C primary school scored **310** **marks**

**INTEREST**

* Watch News
* Read Novels and Magazine
* Play volleyball

**REFERENCE**

* **MR. SAISI**

HEAD OF ECONOMIC DEPARTMENT

MOI UNIVERSITY MAIN CAMPUS

P.O BOX 3900-30100

ELDORET

CELL PHONE 0705540395

* **MR. NICODEMUS OYALO**

CONTROLER OF BUDGET

BUNGOMA COUNTY GOVERNMENT

P.O BOX 437 – 50200

BUNGOMA

CELLPHONE 0722888766

* **DENNIS PAUL**

MANAGING PARTNER

DESRACH CONSULTING ORGANIZATION

P.O BOX 75374-00200

NAIROBI, KENYA

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