

MITCHELL DUNAMUS OTIENO

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SUMMARY

A highly motivated and results-driven finance and administration professional with hands-on experience in diverse roles, including Finance & Admin Assistant, Payroll Assistant, Customer Relationship Officer, and Procurement Assistant. Skilled in financial accounting, payroll management, vendor relations, data analysis, procurement processes and customer service.

EDUCATION

Kabarak University– Nakuru, Kenya
BA, Commerce
Second Class Honors

September 2020 – April 2024

Mudasa Academy - Mbale, Vihiga County
Mean Grade B

January 2016 –November 2019

WORK EXPERIENCE

Finance (Intern) and Administrative assistant

Women in Water and Natural Resources Conservation – Kakamega, Kenya

June 2024 – December 2024

- Prepared and thoroughly verified M-Pesa and manual payment vouchers, ensuring proper authorization and accuracy in transaction details.
- Assisted in the preparation and review of donor financial reports.
- Supported procurement processes by obtaining supplier quotations, preparing purchase requisitions, and maintaining an organized procurement file in compliance with organizational policies.
- Maintained a comprehensive filing and archiving system for finance and administrative records.
- Participated in updating and reconciling monthly expense reports.
- Provided day-to-day administrative support including document preparation, photocopying, data entry, meeting coordination, and general office organization.

Finance (Attaché)

Women in water and Natural Resources Conservation – Kakamega, Kenya

May 2023 – August 2023

- Effectively managed petty cash transactions.
- Prepared and processed M-Pesa payment vouchers facilitating smooth project and staff operations.
- Contributed to donor financial reporting by compiling accurate expenditure data, improving the transparency of fund utilization.
- Maintained a well-organized financial filing system, ensuring easy document retrieval and audit-readiness.
- Coordinated procurement of office supplies and services, ensuring compliance with procurement policies and cost efficiency.
- Ensured timely preparation and remittance of statutory deductions including NHIF, NSSF, and PAYE.

REFERENCES

Available upon request.

SKILLS

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|-------------------|--------------------|------------------------|
| • Communication | • Customer Service | • Accounting Practices |
| • Problem solving | • Team work | • Report Writing |
| • Data Analysis | • Organizational | • Leadership |

INTERESTS

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| • Nature Conservation | • Society Empowerment | • Regional Development |
| • Community Work | • Attending Conferences | • Learning new skills |

LANGUAGES

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| • Kiswahili - Conversational | • English - Conversational |
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