

## OMONDI WINNIE ADHIAMBO

(Bachelor of Commerce (Management Science option) (UON), Diploma Computer Science Kenya Polytechnic University, MBA Strategic Management Option (UON).

**A Business Systems Analyst** - Mature and stable with Valuable Network of Contacts Spanning Nearly All Business solution vendors with Turnkey Automated solutions.

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### Profile

Looking to progress my work in a dynamic, challenging and customer focused environment that embraces change with time without becoming obsolete. My education, life and work experiences have enhanced my critical thinking, relationship, team building and technical skills that would greatly complement the values of your organization.

### Education

2013 –To date	University of Nairobi – PHD BA –Strategic Information Systems	
2009 - 2011	University of Nairobi –Masters in Business administration- (Strategic management option)	
1998 – 2001	University of Nairobi - Bachelor of Commerce (Management Science Option)	
1983 – 1986	Kenya Polytechnic	Diploma Computer Science
1976 – 1979	Kenya High School	O-Level Division II
1980- 1981	Aga Khan Academy	A-Level 2 Principles

### Technical Skills

- Project proposals and Budget formulation
- Project planning and implementations
- Payroll detailed technical proposal preparations ,evaluation and analysis of bids
- Payroll Project implementations (PERPAY,HR Focus)
- Writing technical specifications for the banks Website
- Windows 2003/XP/Vista Operating System
- Microsoft Office applications (Word, Exchange, Excel, PowerPoint, Access, Messenger).
- LAN & WAN support (TCP/IP, setup, availability)
- System Management
- Programming in various languages
- Loan Accounts processing
- Basic & Visual Basic Programming
- SQL Server administration
- SPSS tools
- Administration training on Microsoft great plains (eEnterprise)
- Internet E-mail browsing
- Oracle Database Administration (SQL,DBA I & II Fundamentals, Performance Tuning)

### Other Skills

- Management training
- Change management workshop

- Project management workshop
- Negotiating skills workshop
- Implementation of PERPAY System Balance score card –Performance management
- Procurement workshop
- Integrity workshop

## Professional Experience

### **2005 to Date Assistant manager and Business Systems Analyst -ICT.**

Promoted to this Position after an interview to work as a Business ICT liaison with operations to implements projects to turn around the organization aimed at increasing

#### **Key Results:**

- ◆ Prepared and analysed business and technical proposals, prepared service level agreements (SLA) and annual maintenance supports contracts.
- ◆ Coordinating ,driving and ensuring the success of Process \_engineering for users departments by installation of online applications
- ◆ Coordinated the preparation and implementation of re-engineered processes
- ◆ Implemented the Microsoft Sharepoint System to reduce organization expenditure on paper towards a (paperless office).
- ◆ Ensured optimum resource utilization and productivity.
- ◆ Ensured and the strengthened internal security and Controls
- ◆ Worked with external vendors /suppliers to deliver IT solutions
- ◆ Implemented Web based solutions to enhance efficiency to the bank customers
- ◆ Worked with WSBI Projects for Youthsave, Unbanked and marginalized communities, orphans and vulnerable communities.
- ◆ Developed products for various segments of banks customers
- ◆ Managed the mobile, Internet and Agency banking Solution for the bank
- ◆ Develop specifications for a smartcard solution
- ◆ Implementation of PERPAY system for Human Resource Department
- ◆ Implemented Document management solution by Newgen for the bank
- ◆ Implemented Management Information System by Simba Technology

### **2002 to 2004 SENIOR SYSTEMS ANALYST - POSTBANK.**

After an external competitive interview and selection process, i was recruited to this position

#### **Key Results:**

- ◆ Ensured the Maintenance of all computer systems installations
- ◆ Developed new systems using Oracle 8i /9i/10g databases and forms 5.0 and forms 6i.& 9i
- ◆ Prepared Data conversion procedures
- ◆ Monitored and ensured all the data bases were properly Tuned
- ◆ Monitored all the systems processing as head of systems and programming section, identifying the weaknesses of the systems and initiating amendments.
- ◆ Built functional teams from the technical staff, analyst/programmers, senior and junior programmers.

### **1996 to 2002 SENIOR SYSTEMS ANALYST - AGRICULTURAL FINANCE CORPORATION.**

After an internal competitive interview and selection process, i was promoted to this position

**Key Results:**

- ◆ Coordinated the support and maintenance of all computer systems
- ◆ Coordinated the development of new systems using the AS400 using COBOL language and RPG II and rolled out to users.
- ◆ Monitored the systems processing as head of systems and programming, identifying the weaknesses of the systems and initiating amendments.
- ◆ Supervised the technical staff, analyst/programmers, senior and junior programmers.
- ◆ Conducted Training for the technical staff on any new development on the system.
- ◆ Monitored all the Micro Computer installations.
- ◆ Trained Micro Computer Users on the Operations, File Management and General Handling of a computer.

**1994 – 1996 ANALYST PROGRAMMERS**

After an internal and external competitive selection process, i was promoted to this position

**Key Results:**

- ◆ Maintained the systems developed and handled enhancements requested.
- ◆ Trained users on the functional aspects of the systems.
- ◆ Trained junior programmers and operators on technical aspects of the systems.

Within this period I accomplished all the above which led to my promotion to my current position.

**1992 – 1994 SENIOR PROGRAMMER**

After an internal competitive selection process, i was promoted to this position

**Key Results:**

- ◆ Trained on Advanced features of RPG II Programming and structured COBOL Programming.
- ◆ Worked as a programmer on several assignments for AFC Loan accounting System, General Ledger Systems. This system Development Assignment was on an IBM System 36 environment.

**1989 – 1991 JUNIOR PROGRAMMER**

**1987-1988 -TRAINEE PROGRAMMER –Ziba Management and Services**

I was recruited to this position after a competitive external interview by the AFC

**Key Results:**

- ◆ Trained in COBOL, RPGII programming languages for our mainframe computer installations and Dbase III, Foxpro for the stand alone micro computers. The training was conducted at and by IBM.
- ◆ Developed new systems for the corporation

**Personal Qualities**

Highly motivated, competitive individual with proven skills in leadership, communication and innovative problem solving. Analytical, inquisitive mind with current record of high achievement and enhanced learning capabilities. Team player with demonstrated ability to meet deadlines. Creative, visionary, and a strategic thinker who is always thinking about how to improve things, and focuses on what needs to be done to achieve goals. Confident and expects to be successful and willing to work hard to ensure this success. Motivated by internal standards of excellence, clear documentation to overachieve expectations and exceed all set goals.

### **Additional Information**

#### **Other important Training attended**

Negotiation skills training.-Represented the bank in several pre procurement Negotiations (PataCash and Visa total outsource)

Management development program

#### **Membership**

Member of cards and personal Identification committee -KEBS.

Member of the Bible Society of Kenya member number -

Executive Member of the Board of Barkanyango Secondary School -Bondo

Member of Catholic Women Association –Don Bosco Church

Member of the computer society of Kenya.

Member of Kawere women welfare association

Member of the Procurement committee Postbank

Member of the Rapid Results Initiative committee Postbank

#### **Projects Undertaken**

Becoming a learning Organization - Masters level

Is there a market for outsourcing data storage? -Undergraduate level

Payroll system –Diploma level

Implementation in the implementation of Document management systems

#### **Seminars and workshops attended**

Net-one seminar on smartcard usage - South Africa –Johannesburg, Namibia

WSBI seminar on banking the unbanked project review meeting-South Africa-Cape town.

#### **Personal Interests**

Reading, Mentoring, Succession Planning,Charity and Church Community work.

#### **Referees**

**Miriam Siwa** - Chief Manager/Planning, Research, Business Development and Investment Promotion at Lake Basin Development Authority P.O.Box Kisumu Tel 0733705466.

**Sammy Kipsat**, ICT Manager, Post Bank, P.O Box 30311, Tel: 2803321, 0722777175 Nairobi

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