

CURRICULUM VITAE

Godwin Opati Sitati

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PERSONAL

Date of birth: 14thFebruary 1984

Place of birth: Nairobi, Kenya

Citizenship: Kenyan

MISSION

- To serve with integrity, reliably, efficiently and diligently, with a keen desire to learn, be innovative and grow.
- I can see trends and far-reaching potential and recognize the right people for the right task. I provide actionable and diplomatic feedback, as well as, envision new ways to solve problems clearly. I believe in customer satisfaction and fair and respectable treatment of all an organizations clients and staff and I continuously work towards this.

PROFILE

- High sense of integrity and credibility.
- Good team player.
- High degree of flexibility
- Honest

EDUCATION BACKGROUND AND PROFESSIONAL QUALIFICATIONS

Year	Institution	Qualification
2018 July	Institute of Advanced Technology (IAT)	Statistical Package for Social Sciences (SPSS)
2015 – 2018	KCA University	Certified Information Communication Technologist (CICT) – KASNEB
2016 – 2017	Mount Kenya University	Cisco Certified Network Associate (CCNA)
2015	KCA University	Computerised Accounting 1. QuickBooks

		2. Sage 3. Pastel
2005 Sep – Jan 2006	Kenya Power & Lighting Co. Ltd. Training School	Diploma for IT Users
2008	Kenya Polytechnic University	Diploma in Information Technology (Module 1)
2007 January	Heltz Driving School	Driving Licence – BCE
1999 – 2002	Chavakali High School	Kenya Certificate of Secondary Education (KCSE)
1991 – 1998	Olympic & Ekambuli Primary School	Kenya Certificate of Primary Education (KCPE)

PROFESSIONAL TRAININGS.

2015 April 16 th & 17 th	Strathmore University	English for Effective Communication
2016 July 14 th & 15 th	Nairobi Securities Exchange	Portfolio Management Training
2015 May 13 th , 14 th , & 15 th	Business Advocacy Fund	Advocacy Competence Training Programme
2015 Sep – 2016 May	Cisco Networking Academy	<ol style="list-style-type: none"> 1. Introduction to Entrepreneurship course. 2. Get Connected course 3. Introduction to Cyber Security course 4. Introduction to the Internet of Everything Course. 5. Packet Tracer 101 course 6. Packet Tracer Mobile course 7. Wireless LAN Security course I 8. Wireless LAN Security course II 9. Wireless Router & Clients Configuration course 10. Wireless Technology & Standards course
2013 November 8 th	Brand Quad	NSE (Nairobi Securities Exchange) One Day Brand

		Migration Training
2009 June 22 nd	SITI Training Institute	Compliance Officers Course
2004	World Bible School	The Church Course
2003	World Bible School	Christian Life Course

KEY SKILLS AND COMPETENCIES

Administrative

- I am results oriented and hands-on. I seek transformation change.
- Able to think on feet when dealing with callers.
- Regular and on-time attendance.
- Conveying information both orally and in writing.
- Familiar with networks and data backup procedures.
- Excellent written English, keyboard and IT skills.
- A keen understanding of administrative concepts.
- Setting up and maintaining manual and electronic filing systems.

Personal

- Willingness to undertake appropriate training.
- Intellectually robust with a good standard of education.
- Lifelong learner and personal development.
- Ever attending self-help trainings, workshops and seminars.

WORK EXPERIENCE

March 2018 to date: Administration Manager Kenya Association of Stockbrokers and Investment Banks (KASIB)

Duties and responsibilities:

- Manage and monitor the work flow of an office.
- Prepare monthly reports and charts relating to work flow.
- Motivate staff in achieving best outcomes in administration.
- Prepare reports periodically or monthly on individual performances.
- Initiate and implement incentives for staff to optimize work output.
- Identify lapses in the work flow and make corrections.
- Meet staff requirements and needs and resolve their problems.

- Prepare expenses budget and operate within its limits.
- Maintain all databases including financial and staff reports.
- Maintain inventories, filing, office stationery and other equipment.
- Initiate best practices, procedures and standards.

Achievements.

- Ensuring organization is on all government digital platforms (websites) for electronic services and payments. This has eased work and it has really helped my team to save resources and time. This has enable the team focus more on areas that need improvement to reach the goals set.
- Streamline procurement of reliable Information systems.

April 2009 to March 2018: Administration Assistant: Kenya Association of Stockbrokers and Investment Banks (KASIB)

Duties and responsibilities:

- Cleaning and maintaining the board room and making sure it is always ready for use.
- Purchasing assorted office stationery and computer accessories.
- Collecting mails from post office daily.
- Receiving and welcoming visitors and directing them to the right place.
- Preparing budgets, invoices and writing cheques.
- Cross checking invoices that have to be paid.
- Preparing payments and writing cheques.
- Preparing petty cash reimbursement and handling petty cash.
- Editing and formatting documents.
- Retrieve records quickly.
- Inputting information into a computer database.
- Using storage boxes to keep dated files in best order.
- Making sure that pens, paper clips and magazines are all stored away in the right place and not just left lying around.
- Organising office space.
- Using Microsoft Office software to produce emails, letters and spreadsheets.
- Keeping desks clear of unnecessary clutter.
- Making and receiving phone calls.
- Making a to-do list of things that have to be done during the day or week and then making sure that they are done.
- Bringing to the office manager any issues of concern.

- Colour coding and labelling files to make it easier for other office staff to quickly find documents.
- Following Company office security and confidentiality procedures
- Receiving and distributing any office mail.
- Locking the office up at the end of a day, switching off the computers and lights.
- Responsible for assisting the Office Managers in managing their workload.
- Planning, setting up and scheduling meetings for the Board and Council.
- Communicating with Board members and heads of departments of member firms and staff as directed by the CEO.
- Working directly with industry stakeholders like The National Treasury, Capital Markets Authority (CMA), Nairobi Securities Exchange (NSE), Kenya Association of Investment Groups (KAIG), foreign investors like Bourse Africa (Mauritius) and KASIB members to further growth in the industry and investor education in the capital markets.
- Front office internal and external customer contact.
- Screening phone calls, sorting mail, and responding to emails directed to the CEO office as per his directive.
- Handling highly confidential documents and ensuring they remain private and secure.
- Handling office and meeting expenses and ensuring the CEO's expenses are accurately reconciled and processed, also overseeing the payment of casuals and invoicing of members.
- Participating industry events and ensuring our stand is in good positing and decorated accordingly.

Achievements:

Successful running and representation of the Association in various forums and trainings in lobbying, advocacy, branding and export of professional services within the East African region. Certification and positive recommendations earned.

2008 October – 2009 February: Clerk at Enterprise Road Service station B P

Duties and responsibilities:

- Filing and record keeping, invoice recording and cash summarizing, front office customer service and cash banking;
- Bi-monthly customer invoice statement preparation, reconciliation and dispatch to the respective industrial clients;

Achievement.

Was able to set a high standard of work ethic and integrity and left a good legacy.

2008 April – 2008 September: Cyber Café Attendant, Agape Cyber Café

Duties and responsibilities:

- Providing a complete computer facility or unit to customer.
- Offer comfort to customer's internet surfing activity.
- Print, data troubleshoot internet problems that a customer might encounter.
- Providing a safe surfing environment to customers.

Achievements:

I convinced them to purchase a Xerox digital Colour printer and photocopying machine and it attracted many clients to the business, their profits rose higher than the owners ever imagined.

2006: Teacher Prestige Education Centre

Duties and responsibilities:

- Preparing and Planning Lesson.
- Preparing Internet case research.
- Class room training of students.
- Taught Computer, Mathematics and English.

Achievements:

I trained students who went on to sit their respective Kenya National Examination Councils Examinations (KCPE & KCSE).

2003 March – 2005 December : Security guard Bob Morgan (BM).

Duties and responsibilities:

- Receiving guests
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Maintain order among people
- Offer safety warnings and tips
- Patrol industrial and commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Answer alarms and investigate disturbances.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed.

- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.

Achievements

Started a “Chama” (merry go round) contribution and saving scheme that improved lives of my colleagues that had subscribed to it. Some used the funds to go for trainings like driving and Jua kali.

2002 December – 2003 March: Bus Operator/Conductor

- Collecting transport payments and giving change to passengers.
- Keep vehicles clean and free of any hazards.
- Ensure that the necessary action is taken in the event of an accident, incident or collision.
- Communicate all breakdowns, mechanicals and incidents.
- Pick up and drop off passengers.

LEISURE PURSUITS

- Research on emerging trends in Strategic Management, Business Innovation, and Finance Technology (FinTech).
- Computer Programming
- Reading for knowledge and entertainment.
- Swimming, skating, cycling bmx bicycle.
- Listening to classical uplifting positive music and physical exercises.
- Travelling on excursions and community service that help build me and benefit others, including giving motivational talks and presentations to children, youth and adult’s groups.
- Providing financial support to worthwhile projects and going for Corporate Social Responsibilities (CSR) yearly

REFEREES

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