

CURRICULUM VITAE

PERSONAL DETAILS

NAME: WANYAMA AMOS WAFULA
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NAIROBI, KENYA.
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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

CONTROLLER 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

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