

CURRICULUM VITAE 2018

PERSONAL DETAILS:

NAME: Doreen N. Sitati
DATE OF BIRTH: June 20th 1990
NATIONALITY: Kenyan
POSTAL ADDRESS: P.O. BOX 62173-00200 Nairobi
TELEPHONE: 0726 044183
E-MAIL: deesitati1@gmail.com

CAREER OBJECTIVES

- To seek challenging tasks and opportunities, utilizing abilities developed through education, training and experience.
- To be a team player and geared towards achieving personal goals and those of the stake holders.
- Management and administrative position with a growing organization, offering opportunity for advancement.
- To offer my talent and knowledge gained through education, training and experience to serve the Kenyan public.

PERSONAL ASSESSMENT

- Dedicated, hardworking, disciplined and honest.
- Able to work under minimal supervision
- Ability to learn quickly and adopt to new environment and situations

ACADEMIC PROFILE:

July 2012-May 2016: VISION INSTITUTE OF PROFESSIONALS
Certified Public Accountant Part 3

May 2009-April 2012: UNIVERSITY OF NAIROBI
Bachelor of Economics (Second Class Honours)

Jan 2009-April 2009: INSTITUTE OF ADVANCED TECHNOLOGY
Certificate in computer applications

2005-2008: ALLIANCE GIRLS' HIGH SCHOOL

**Kenya Certificate of Secondary Education
B**

1996 -2004: SECRET HEART ACADEMY

Kenya Certificate of Primary Education

SKILLS

1. Strong analytical and interpersonal skills.
2. Good team player.
3. Good negotiator.
4. Good I.T Skills.
5. Good training Skills

WORK HISTORY AND EXPERIENCE:

**December 2014 to date: KENYA LEATHER DEVELOPMENT COUNCIL
(MONITORING & EVALUATION SECTION)**

Duties include:

- Preparation of documents, reports and correspondences as directed by the Supervisor;
- Assist in developing technical concepts, guidelines, manuals, proposals, concept papers on M&E issues upon request of the management team;
- Assist in the organization and coordination of trainings and other activities being undertaken by the Council
- Assist in the preparation of activities implementation project reports.
- Compiling and preparation of the Council's Annual work plan and report;
- Profiling and capacity building of Micro, Small and Medium Enterprises
- Participate in the evaluation of the project's results and achievements;
- Provide inputs to project reports and publications upon request of the management team;

January 2014-April 2014: ANTICOUNTERFEIT AGENCY

Position: Intern

Reporting to Assistant Director, Finance

Duties included

- Preparation of payment vouchers using Sage Pastel accounting package.
- Handling imprest requisition and surrender to the staff
- Maintenance of effective filing system

**October 2011-June 2012: NATIONAL AUTHORITY FOR THE CAMPAIGN AGAINST
DRUG ABUSE (NACADA)**

Position; Intern
Reporting to Manager Policy & Planning

Duties include

- Assisted in data collection and data entry in SPSS and Excel spreadsheets for various functions;
- Assisted in the compiling background materials, working papers and statistical data in relation to Policy and Planning;
- Assisted in the maintenance of an effective filing system for soft and hard copies of programmes documents and reports;
- Prepare documents, reports and correspondences as directed;
- Assisted in the preparation of proposals/concept papers for the implementation of campaign programmes;
- Assisted in the organization and coordination of trainings and other activities being undertaken by the Authority; and
- Assisted in the preparation of activities implementation reports.

HOBBIES:

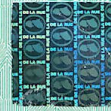
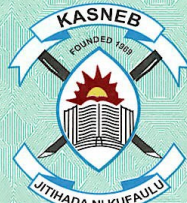
- Watching movies and documentaries
- Socializing
- Learning new things/Adventure
- Traveling
- Carrying out research

REFEREES

MR.FREDRICK LOMUK
HUMAN RESOURCE OFFICER
ANTI-COUNTERFEIT AGENCY
TEL:0726978174

Ms. GRACE OTIENO
POLICY & PLANNING MANAGER
NACADA AUTHORITY
Tel: 0722-825 146

MR. GEORGE ONYANGO
MONITORING& EVALUATION OFFICER
KENYA LEATHER DEVELOPMENT COUNCIL
Tel: 0721-541630



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KASNEB

Kenya Accountants and Secretaries National Examinations Board

This is to certify that
Doreen Nanyama Sitati

passed the
**Certified Public Accountants
Part II Examination**

held in
June Two Thousand and Fifteen

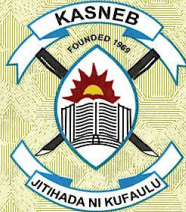
having satisfied the examiners in all the prescribed papers



[Signature]

Secretary

Reg. No. **NAC/209083**



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Secretary

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