

CURRICULUM VITAE

NAME : Paul Bukelembe Wanyonyi
IDENTIFICATION NO : 21726146
DATE OF BIRTH : 29th July 1979
SEX : Male
MARITAL STATUS : Married
ADDRESS : P.O. Box: 1628 – 40100, Kisumu
TELEPHONE : 0728-622676
LANGUAGE : English, Kiswahili and Luhya
NATIONALITY : Kenyan
RELIGION : Christian

PERSONAL PROFILE

I`m a hardworking, self motivated and enthusiasm. A good problem solver with ability to work well as part of a team and ready to learn new ideas.

CAREER OBJECTIVE

I am interested in working with a progressive organization that can offer a dynamic, challenging and rewarding environment with good prospects of career advancement in administrative matters, accounting and stores fields.

ACADEMIC QUALIFICATIONS.

1985 - 1993 : Mitukuyu Primary School. Attained **393/700** Marks
certificate – KCPE

1994 – 1997 : Friends Secondary School Magemo. Attained grade **C plain**,
certificate – KCSE

1998 – 1999 : Friends College Kaimosi, College of Research & Technology
Accounts – KATC stage 1 – Result Pass

✓ Book keeping & accounts

- ✓ Commercial Knowledge
- ✓ Business Statistics
- ✓ Office Organization & Practice
- ✓ Elements of Law

March 2008 – July 2008: Ivory Towers College – Computer packages – result Pass

- ✓ Ms Word
- ✓ Ms Access
- ✓ Ms Excel
- ✓ Ms Publisher
- ✓ Ms Power Point
- ✓ Page maker
- ✓ Quick Books
- ✓ Internet

July 2016 – Dec 2016: KCA University Kisumu Campus – ATD Level 2 – Pass

- ✓ Financial Accounting
- ✓ Principles of Management
- ✓ Business Mathematics
- ✓ Fundamentals of Finance

Jan 2017 – Dec 2017: KCA University Kisumu Campus – ATD Level 3 – Diploma

- ✓ Principles of Economics
- ✓ Fundamentals of Management Accounting
- ✓ Principles of Public Finance and Taxation
- ✓ Auditing

WORKING EXPERIENCE

2000 – 2004: Patriotic Guards Security services Ltd

- ❖ Worked as a guard and at the time I left, I was a supervisor.
- ❖ Worked for various clients e.g. Chemelil Sugar Company Limited , NCPB – Butere depot , Nation Media Group Kisumu, Post Bank Kisumu while with Patriotic Guards security.

2005 – 2006 : MFI Office Solutions Limited

- Worked as a messenger undertaking all duties delegated to me by my seniors diligently. Amongst them include: General cleanliness, serving of tea, mailing both in and out, Banking, Filings and handling of switchboard.

2007 - To date : Mfi Document Solutions Limited

-I was promoted to handle stores as a stores clerk and Admin Assistant. Duties include Invoicing, Controlling Stock levels, handling of local purchase orders, supervising of technical team, handling of petty cash, making requisitions of stock, preparing of sales report on daily & Monthly basis. Doing reconciliation of cash and bank, Administration and HR related duties.

CURRENT SALARY: Kshs. 28,080/=

HOBIES : Watching T.V, Travelling and making friends.

REFEREES

- ❖ Professor Godfrey Netondo, Maseno University, Kisumu. Mobile # 0722-2538943
- ❖ Mr.Enock Simwa. NHIF Kisumu Mobile # 0722-740808
- ❖ Pastor Moses Namasaka- Friends Church Kisumu. Mobile # 0727-782186