

# **CURRICULUM VITAE**

## **PERSONAL DETAILS**

NAME: WANYAMA AMOS WAFULA  
ADDRESS: P.O BOX 6108 – 00100  
NAIROBI, KENYA.  
TELEPHONE NO: 0719777552  
EMAIL: wanyamaamos1@gmail.com  
COUNTY: BUNGOMA

## **PERSONAL INFORMATION**

DATE OF BIRTH: 26<sup>TH</sup> 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

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### **❖ DENNIS PAUL**

MANAGING PARTNER

DESRACH CONSULTING ORGANIZATION

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