

# **CURRICULUM VITAE**

## **PERSONAL DETAILS**

Name : ANDIWO EDWIN OCHIENG  
Id No : 35348551  
Nationality : Kenyan  
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## **CAREER OBJECTIVES**

To invest my skills in any organization steering to achieve its goals  
Based on my training, ability, and experience gained over the past training.

## **WORKING EXPERIENCE**

Date: 5th january 2019 - 19 August 2019

Company name: Heritage Junior School

**Job title:** Intern Accountant

### **Responsibilities:**

- Preparation of school annual and monthly budget.
- Report writing on budgets.
- Ensuring the file cabinet is well marked for ease of file retrieval.
- Ensuring proper security of information and records in the registry.
- Ensuring that files are kept neatly and arranged in proper sequence for easy retrieval.
- Recording and filing of office correspondences i.e. letters and memos among other assignments.
- Distribution of finances to various departments to ease running of school.

Date: 15th may 2017- 12th August 2017

Company name. Ministry of water and irrigation.

Job title. Intern Finance manager

Responsibilities:

- Preparation of ministry monthly and quarterly budget.
- Report writing on budgets.
- Ensuring the file cabinet is well marked for ease of file retrieval.
- Ensuring proper security of information and records in the registry.
- Ensuring that files are kept neatly and arranged in proper sequence for easy retrieval.
- Recording and filing of office correspondences i.e. letters and memos among other assignments.

## **EDUCATIONAL BACKGROUND**

9th september 2014- 13th December 2019

MAASAI MARA UNIVERSITY

BACHELOR IN BUSINESS MANAGEMENT (FINANCE AND BANKING OPTION)

2nd January 2020- 30th January 2020

Pluralsight

Project Management

## **SKILLS**

- Leadership skills
- Teamwork.
- Communication skills
- Integrity.
- Self motivation.
- organisational skills and ability to manage deadlines.
- Proficiency in IT.
- Problem solving skills.

## **REFEREES**

Name: Richard N Binga

Title: Deputy Director Facility Kenyatta National Hospital

Contact:

Name: George Situma

Title: Director Heritage Junior School

Contact:

Name; Sheila Akala

Title Procurement Manager KCC

Contact