

DUNCAN ODHIAMBO VITAE

Name: Duncan Odhiambo

Date of birth: 22nd September 1996.

Status: Single

Nationality: Kenyan

Languages: Proficient in English and Swahili

Mobile number: 0745296360

Email address: duncan.odhiambo@mgas.ke

Mailing address: P.O.BOX31624–00600.

CAREER PROFILE AND OBJECTIVE

Dedicated, knowledgeable and self-driven in undertaking finance office related chores.

Seeking a position in finance office or any related field within an ambitious organization or institution. Where I can use my skills and be challenged to push myself further to facilitate effective decision-making, promote team work professionalism and healthy worker relationship and ensure maximum service delivery with the objective of positioning the organization or institution at competitive edge and offer an opportunity for learning and career development.

EDUCATIONAL QUALIFICATIONS.

- Registered for Certified public accountant (CPA) part1.
- Certificate in bachelor of commerce (Finance option), Masinde Muliro University of Science and Technology.
- Kenya certificate of secondary education Sigalame Boys' High School 2015.
- Kenya certificate of primary education Siribo primary school, 2011.
- Certificate in computer , Doan college

CORE SKILLS AND COMPETENCIES

- Strong analytical and problem solving skills with the ability to make well thought out decisions.
- Preparation of financial statements.
- Analysis of financial data, statements and their interpretation.
- Stock accounting.
- Organized and led group discussions for first year students on academics topics.
- Prompt filing of statutory obligations.
- Excellent time managements kills with strong organizational capabilities.
- Good customer/client management skills
- Computer literate.

WORK EXPERIENCE

Attached at Moi University College of health sciences and did the following:-

- Matching of invoices, GRNs and LPOs.
- Updating of students records.
- Preparation and processing of imprest and payment vouchers.
- Votebook control/posting of payments and commitments in the vote book.
- Recording of paid payments and imprest in the petty cash analysis book.
- Generation of quarterly reports on cash movement within the organization.
- Write cheques and issue receipts using SAGE ACCAP software.

Currently, I work as technical sales representative at Baba Dogo depot.

SELECTED ACHIEVEMENT.

- Served on the disciplinary committee in Sigalame Boys' High School.
- A responsible, selfless leader, honest, trustworthy, a team player and class prefect at Sigalame Boys' High School.
- Served as the class representative in class of project management at the Masinde Muliro University of Science and Technology.
- A dedicated, vigorous and vibrant youth leader at New Apostolic Church Siribo.

INTERESTS AND HOBBIES.

Football, rugby, reading financial journals' and traveling.

REFEREES.

CPA Robert Simiyu

Lecturer Masinde Muliro University of Science and Technology.

Phone number: 0708396347.

Dr. W. M. Maingi

Lecturer Masinde Muliro University of science and technology

Email:wmmaingi@gmail.com