***Curriculum Vitae***

**Kitiwa O. Naftali**

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| **Bio Data** | |
| **Gender:** Male  **Marital Status:** married  **Date of Birth:** 12th Dec 1984  **Nationality:** Kenyan |  |

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| **Personal Profile** | |
| A dedicated, organized and methodical professional. I have good interpersonal skills, am an excellent team player and am keen and very willing to learn and develop new skills. I am also reliable and dependable and often seek new responsibilities within a wide range of employment areas. I desire to work in a highly competitive and dynamic organization specializing in providing quality standard to enable me gain exposure in shaping me to face current needs. |  |

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| **Education course and Institution Grade** | |
| |  | | --- | |  |  |  |  | | --- | --- | | **2007 - 2009** | **Diploma in Accountancy Pass with Credit** | | Mombasa Polytechnic |  |  |  | | --- | --- | | **2010 - 2011** | **Diploma in Purchasing and Material Management** | | Kenya Institute of Supplies Management **Pass with Credit** | | Mombasa Polytechnic |  |  |  | | --- | --- | | **2001 - 2005** | **Kenya Certificate of Secondary Education** | | Boma Secondary School C+ | |  |

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| **Skills** | |
| * **Accounting Skills:** Knowledge of accounting and bookkeeping terminology and practices; Ability to understand and apply current accounting guidelines, system updates and revisions, and policy changes. * **Analysis and Numeracy**: Proficient at analyzing sets of accounts and financial reports. * **Analytical Skills**: Recognizes areas of weaknesses requiring improvements and makes recommendations to the management for consideration, approval and implementation. * **Communication Skills**: I am an excellent communicator who effectively conveys information both verbally and in writing. I am also a keen listener and gives prompt feedback. * **Planning and Organizing**: Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner. * **Priorities and Decision making:** A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making. * **Computer Skills:** Proficient in Ms Word, Excel, Access, PowerPoint, Publisher QuickBooks, Windows and Internet |  |

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| **Work Experience** |
| 5th June 2017 to Date Siaya Bondo Water And Sanitation Company  **Position:** Accountant **Assistant 1**  **Responsibilities**   * Monitoring and Evolution of all projects in the field * Financial Management * Supporting the implementation of and ensuring adherence to financial management policies, systems and procedures. * Providing technical input in the programs budgeting process * Ensuring payment of vouchers and any supporting source/transaction documents are approved and authorized before payment is done. * Verifying all payments for accuracy and ensuring amounts are within budget provisions before submission for approval. * Processing Travel and Program advance requests and ensuring they have relevant information. * Payment of participants during trainings and ensure no advances issued to staff with outstanding advance. * Coordinates with staff on travel advances to ensure that travel advances are cleared within the allowable time. * Verifying staff returns from the field for accuracy, completeness and genuineness including receipts and any vouchers submitted by imprest holders when retiring advance/imprest * Carrying out banking activities; ensuring funds are deposited in, and payments made from the right/designated accounts. * Monitoring operations of bank accounts and track bank balances to manage liquidity, cash flow and availability of funds for issued payments. * Undertaking monthly bank reconciliations and follow-up on outstanding issues. * Maintaining up to date financial records in respect to all financial transactions.  |  |  | | --- | --- | |  |  | | |  |  | | --- | --- | | **2012 to 30th May 2017** | **Lodwar Youth Polytechnic** | | **Position:** Accounts clerk and Secretary to the Procurement Committee  **Responsibilities:**   * Maintains accounting records by making copies; filing documents. * Reconciles bank statements by comparing statements with general ledger. * Maintains accounting databases by entering data into the computer; processing backups. * Determines value of depreciable assets by running depreciation software program. * Protects organization's value by keeping information confidential. * Updates job knowledge by participating in educational opportunities. * Accomplishes accounting and organization mission by completing related results as needed. | | | |  |  | | --- | | **Other Positions Held** | | * **2009:** Enumerator at Ministry of Planning and Vision 2030 * **2008:** Accounts Clerk at Ministry of Finance District Treasury -Trans-Nzoia West | |  |

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| **Additional Information** | |
| |  | | --- | | **Membership**   * Kenya Institute of Supplies Management - Member no: 70429   **Community Work**   * 2006:Indoor Residual Sprayer at Ministry Of Health * 2005 - 2006: Cleaner and Assistant Treasurer Mitume For Change at Youth Group | | **Professional Training**   * 2007: Computer Accounting Package at Excel Institute * 2006: Computer Application Packages at Excel Institute | | **Hobbies and Interests**   * Listening to Music, Exploring, Reading Novels | |  |

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| **Referees** | |
| 1.Mr. Vincent Oyoti Senior Lecturer, Mombasa Polytechnic Telephone no: +254 722 587 967  2. Mr. Charles Rasare Manager, Lodwar Youth Polytechnic Telephone no: +254 773 282 294  : +254 721 781 273  3.Mr. John Komira  Finance and Accounts Manager  SIBO Water And Sanitation Company  0722348145  P. O Box 214-40600  Siaya  4. Pastor Paul Ogombe  Word Christian Centre  0718329822  KOMUOK |  |
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