***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** |
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| **2007 - 2009**  | **Diploma in Accountancy Pass with Credit** |
| Mombasa Polytechnic  |

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| **2010 - 2011**  | **Diploma in Purchasing and Material Management**  |
| Kenya Institute of Supplies Management **Pass with Credit** |
| Mombasa Polytechnic  |

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| **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.

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| **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.
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| **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** |
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| **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
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| **Professional Training*** 2007: Computer Accounting Package at Excel Institute
* 2006: Computer Application Packages at Excel Institute
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| **Hobbies and Interests*** Listening to Music, Exploring, Reading Novels
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| **Referees** |
| 1.Mr. Vincent OyotiSenior Lecturer, Mombasa PolytechnicTelephone no: +254 722 587 9672. Mr. Charles RasareManager, Lodwar Youth PolytechnicTelephone no: +254 773 282 294: +254 721 781 2733.Mr. John KomiraFinance and Accounts ManagerSIBO Water And Sanitation Company0722348145P. O Box 214-40600Siaya4. Pastor Paul OgombeWord Christian Centre0718329822KOMUOK  |  |
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