

## CURRICULLUM VITAE

**JUDITH AKINYI OGOLLA**  
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### SUMMARY OF QUALIFICATIONS & COMPETENCIES

A bright, sharp, self-motivated, dedicated & hardworking aspiring Finance and Administrative individual who has the previous experience required to efficiently carry out her duties. I do understand the need to take an all-encompassing view of the organization when it comes to dealing with Finance and administration. I have experience of using computerized accounts packages and am very good at extracting financial information from various systems. On a personal level I am someone who can bring new ideas and a fresh approach to any company I join. Furthermore I have no trouble maintaining good working relationship with colleagues and day-to-day work contact

#### Proven areas of expertise include:

- Good knowledge of the Project Financial Reporting and Revenue Management
- Good communications skills, both oral and written
- Good analytical skills;
- Budget Preparation and Management
- Donor reports and accountability
- Computer skills (MS Office)
- Excellent verbal and written communication skills in English
- Understanding of Accounting Principles and Practices, particularly the PSAK 45 and IPSAS
- Good knowledge of Financial, Administrative and Procurement Regulations and Procedures
- Understanding of general Human Resource administrative practices

### RELEVANT PROFESSIONAL WORK EXPERIENCE

**February 2015 – To Date: Tana and Athi River Development Athi (TARDA) and housing Cooperative Society Ltd., Nairobi (Kenya) - A branch TARDA , a Government Parastatal organization whose mandate is to coordinate development projects in the Tana and Athi River Basins.**

**Position: Finance and Administrative Assistant**

#### Duties & Responsibilities:

##### Administrative Roles:

- Responsible for handling the projects finances and providing administrative support to Project Managers and Directors on projects
- Supporting general office administration and management
- Organizing travel arrangements for staff
- Maintained the filing system ensuring safekeeping of confidential materials
- Organizing project related meetings, seminars and workshops and providing logistical back up for the projects
- Maintaining the supervisor's calendar and contacts with project partners

##### Accounting Roles:

- Producing the monthly organisational reconciliations of the 5 project accounts posting all transactions to the ledgers.
- In charge the company petty cash and preparation of payroll

- Dealing with payments of suppliers
- Verification of documents before payments, recording cheques, liaising with suppliers and vendor details, invoicing and payments, and preparing financial returns for audits

**May 2013 – January 2015: COSMOTЕК Interior Ltd, Nairobi (Kenya)**

**Position: Administrative and Account Assistant**

**Duties & Responsibilities:**

- Collated and mailed, faxed and emailed invoices and statements
- Copied, filed, collated a/p, payroll, vehicle maintenance
- Updated and maintained various spreadsheets
- Close out reservations for invoicing and payments
- Charged credit cards and run daily batches
- Faxed and emailed request for charges and followed up with companies
- Updated affiliate files, as needed
- Assisted with payroll
- Assisted with processing checks for delivery to employees
- Contacted employees when needed to obtain information for billing and declined cc's

**January 2013 – April 2013: ECO Bank, Nairobi (Kenya)**

**Position: Direct Sales Agent**

**Duties & Responsibilities:**

- Assisted to identify new customers and prepare efficient strategies in coordination with area manager and evaluate all new customers to ensure adherence to the bank regulations
- Actively promoted bank products
- Assisted with customers' queries to buy products offered by the bank
- Participated in product campaigns to ensure product information is readily available to customers.
- Conducted door-to-door Direct selling
- Sought customer feedback on bank products.
- Provided regular Sales reports

**May 2012 –December 2012: AMPRO Africa Nairobi (Kenya)**

**Position: Sales and Marketing Assistant**

**Duties & Responsibilities:**

**Sale and Marketing Roles:**

- Supported day to day co-ordination in line with work plans, including project activities (trainings, workshops, field visits, meetings etc.)
- Marketing research and recruitment
- Rapportured during meetings
- Supported in the preparation of reports and letters/correspondence to partners
- Provided support in preparing of reports, and other documents which involved collating of information and narrative for draft reports, editing and proofreading
- Preparing project visibility documents
- Carried out research related to the trainings.
- Maintained the supervisor's calendar and contacts with project partners.

**Administrative Roles:**

- Maintained the supervisor's calendar and contacts with project partners.
- General office administration and management
- Maintained the filing system ensuring safekeeping of confidential materials
- Organized project related meetings, seminars and workshops and providing logistical back up for the projects
- Managed data collected up on appointments

- Organizing travel arrangements for the program manager and project officers
- Offered filing support to the team
- Any other related duty assigned to me from time to time

**May 2011 – August 2011: GIROY Property Management, Nairobi (Kenya)**

**Position: Administrative Assistant (Intern)**

**Duties & Responsibilities:**

- Assessed and analysed property market trends in Nairobi
- Identified property for rent and sale in Nairobi
- Researched into the properties and new real estate property trends
- Attended meetings with a pool of various organizations and providing clerical assistance
- Liaised with other real estate's organizations to find out a point of convergence
- Conducted Sales and Marketing for the company

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**EDUCATION**

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**Moi University, Eldoret (Kenya)**

BSc in Entrepreneurship; *2012*

**Kenya College of Accountancy, Eldoret (Kenya)**

Certified Public Accountant (CPA) (**Part 1 Section 1 and 2**); *2005*

**Elgon View College, Eldoret (Kenya)**

Kenya Accountancy Technician Certificate (KATC) (**Intermediate and Final Level**); *2003*

**St. Joseph High School, Kitale (Kenya)**

O-Levels; *2001*

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**REFEREES**

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Ms. Rose Assetto

Director

Tana and Athi River Housing Society Ltd

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