

# **CURRICULUM VITAE**

## **PERSONAL INFORMATION**

NAME : Davis Amos Nkwazi  
ID NO. : 29524582  
NATIONALITY : Kenyan  
MOBILITY : Flexible to Relocate  
LANGUAGES : English, Swahili,  
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## **CAREER ASPIRATION**

- Accountant, Auditor, Financial Manager.

## **CAREER OBJECTIVES**

- To develop new skills and obtain work experience through learning and utilization of academic and professional abilities, knowledge and competence while adding maximum value to any organization.
- To expand my career in accountancy locally and internationally.

## **EXECUTIVE SUMMARY**

My background includes but not limited to three (3) years experience in finance, auditing, budgeting and administration as one of the key finance and administration staff in auditing, private and Government/ European Union related projects in Kenya.

I have therefore a good understanding and work experience of effectively implement finance policies, taxation, business planning, proposal writing, budgeting, project implementation as well as running of self-help groups and organization.

I am coupled with ability to make strong decision, sound time management skills which allows me to multi-task with sound report preparation skills as well as conducting presentation on key issues.

I clearly formulate position on issues, articulating options concisely and conveying the maximum necessary information as well as making and defending recommendation. In additional, I also possess computer skills, typing skills, minute writing skills as well as accounting skills.

The challenges that I have met in discharging my responsibilities have sharpened my hard work, patience, time management among other important areas.

## **CAPABILITIES**

- Ability to work under tight deadlines and with minimum supervision.
- Team working.
- Self motivated and committed.
- Confident communicator.
- Affinity for innovation and creativity.

## **PROFESSIONAL BACKGROUND**

June 2017 to Date

**Kenya Institute of Professionals**

Project Management

## **PROFESSIONAL BACKGROUND**

June 2011 to June 2016

**Vision Institute of Professionals**  
CPA Finalist

## **COMPUTER SKILLS**

Aug 2012

**Times Training Centre**  
QuickBooks  
Sage

Jan 2010 – March 2011

**Maridhiano CBO**  
Certificate in computer training

## **EDUCATION BACKGROUND**

2005-2009

**Ngangao Secondary School**  
Certificate in Secondary Education (B-)

1998- 2004

**Idsowe Primary School**  
Certificate in Primary School (281)

## **JOB EXPERIENCE**

### **YEAR**

### **INSTITUTION**

### **POSITION**

August 2014- Date

Mtwapa Country Resort Ltd

Accountant

### **Achievements.**

- i. Introduced payroll system and internal control systems.
- ii. Introduced and participated in staff welfare group as treasurer.
- iii. Prepared final accounts for auditing.
- iv. Learned of various point of sales system application and I-tax system.
- v. Learned about administration and management.

May 2013- December 2014

CDTF/ Mwapula Dispensary Project

Account Assistant

### **Achievements.**

- i. Completed construction of furnished 9 roomed dispensary blocks, duplex staff house, 2 latrine and incinerator.
- ii. Organized and participated in addressing key cross-cutting issues across the community.
- iii. The project was given additional fund after good performance and proper accountability.
- iv. Provided support in decision making to the Project Implementation Committee (PIC).
- v. Ensured all statutory deductions are recovered and submitted to the relevant authorities i.e. NSSF, NHIF, PAYE and WHT on contractual fees.

Jun 2012- April 2013

Mwajob Enterprise

Trainee

### **Achievements.**

- i. Prepared tax returns and maintained of payrolls various organizations.
- ii. Ensure cash registers are properly maintained.
- iii. Advised clients on internal control systems and identifying area where operational efficiency can be improved.
- iv. Was able to join hands and become partner to the enterprise.
- v. Learned the art of salesmanship by advertising our enterprise to new clients.

**Achievements.**

- i. Learned about teaching as a profession.
- ii. Introduced science congress by taking head of science club at the infant secondary school.
- iii. Learned about documentation, planning, time management and research as key to prosperity.
- iv. Participated in and organized extra-curricular activities i.e. sporting event, debate and science congress.

**SKILLS**

- Capacity Building & community mobilization skills.
- Accounting and auditing skill.
- Budgeting, planning and proposal writing skills.
- Minutes Writing and Narrative Report writing skills.
- Interpersonal skills.
- Leadership skills.
- Oratory and communication skills.
- Basic computing skills.

**LEADERSHIP ROLES AND MEMBERSHIP**

Currently	Treasurer of BIM Youth Group (Mombasa) Member of Vision Institute of Professional Alumni-VIPA Member of Church Youth KIM project management class
High School	Member of Science Congress Member of Debate Club Class Representative (Form 4)

**SEMINARS / WORKSHOPS ATTENDED**

- Attended one week training seminar organized by Kenya Revenue Authority on i-tax.
- Attended Compulynx Limited Point Of Sales Trainings- CORE and IRIS POS Training.
- Participated in a two day Community Development Initiative training module for Project Implementation Committee capacity building organized by Community Development Trust Fund (CDTF)
- Participated in a Seminar organized by Vision Institute of Professionals Alumni (VIPA) on accountancy and county governments.
- Attended Vision Institute of Professionals soft skills training.

**COMMUNITY SERVICES ACTIVITIES**

- Participated in placing high value on key cross-cutting issues at Mwapula Community
- Involved in an AIDS awareness campaign across the country by organizing Zima Tinga Initiative- Kenya.
- Participated in a clean-up exercise at Watamu Beach.
- Participated in visiting orphanage and contributed towards Anti- FGM, Girl Sanitary Campaign and Youth empowerment.

**OTHER ACHIEVEMENTS**

- Awarded certificate of attendance for Holistic training by Vision Institute of Professionals- MSA
- Awarded certificate of participation at a seminar by VIPA
- Awarded certificate of merit by ACK Church. ( Diocese of Taita Taveta)
- Awarded certificate for 1<sup>st</sup> position at Ngangao Secondary School exam K.C.S.E 2009.

## **HOBBIES**

- Passive reading and research
- Learning new skills.
- Singing.
- Listening to music.
- Socializing.

## **AVAILABILITY**

- After a notice of one month.

## **REFEREES**

Loice Gichuki,  
The Deputy Principal,  
Vision Institute of Professionals,  
P.O Box 99432,  
**KILINDINI, MOMBASA.**  
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