

## CURRICULUM VITAE

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### PERSONAL INFORMATION

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**Date of Birth** : 14th October 1988.

**Language** : Fluent in English and Swahili.

**ID No.** : 26515240.

### CAREER OBJECTIVE

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My objective is to obtain a position in a professional institution that will challenge me further; while allowing me to contribute to the continued growth and success of the organization.

I have experience in financial management, specifically in accounts managements and wish to have a focus in financial modeling and analysis for strategic business growth in profits and resource management.

### EDUCATIONAL BACKGROUND

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<b>Duration</b>	<b>Institution</b>	<b>Qualification</b>
2015- Present	Jomo Kenyatta University of Agriculture and Technology	Master of Business Administration Finance Major
2010 - 2014	Jomo Kenyatta University of Agriculture and Technology	Bachelor of Commerce and Business Administration (Second Class Honours) Upper Division.
2003 - 2006	Mother of Apostles Seminary (Eldoret)	B- minus.
1995 - 2002	Moi Primary School (Nakuru)	358/500

### WORKING EXPERIENCE

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#### **National Transport and safety Authority.2016 (August 15<sup>th</sup> – 14<sup>th</sup> November)**

Role: - Audit assistant. My duties include but not limited to:

- My duties included:-
- Develop the assigned audit plan including scope and objectives of the audit, and audit procedures and obtain the Audit and Risk Manager's approval;
- Carry out tests, evaluate the results and draw conclusions, discuss with the team leader and obtain the Audit and Risk Manager's approval;
- Draft audit recommendations and write audit memos, solicit input from the team leader and then obtain the Audit and Risk Manager's approval;

- Draft the audit report and obtain feedback from the team leader and the supervisor;
- Follow up on implementation of corrective actions;
- Assist with the review and audit of compliance with policies, plans, procedures, laws, and regulation;
- Carry out audit assignments and Drafting audit recommendations;
- Conduct special assignment as may be assigned by the Audit and Risk Manager; and
- Provide assistance to Internal Auditors and External Auditors as required.

**Kenya National Bureau of Statistics: 2016 (15<sup>th</sup> Feb – 3<sup>rd</sup> June): Research assistant,**

Role:- Research assistant at the production Directorate. The projects included:-

**PROJECT I:** FOREIGN INVESTMENT SURVEY 2015 (May – August 2015)

**PROJECT II:** MSMEs (Micro, Small and Medium Enterprises) SURVEY (February – June 2016)

The project specialized on collecting information from MSMEs (Micro, Small and Medium Enterprises as well as carrying out a Foreign Investment Survey. Specifically I was tasked with:-

- Data collection;
- Preparation of data summaries;
- Data entry and editing;
- Participating in preparation of work plans and budgeting;
- Preparation and submission of Reports and
- Any other duties as may be assigned by the Head of unit/ County Statistical Officer

**Kenya Civil Aviation Authority: 2013 (6<sup>th</sup> November – April 6<sup>th</sup>): Account Assistant**

I Worked as an Intern In the Finance Department.

My duties included but were not limited to:

- Writing of Invoices.
- Issuing of Receipts.
- Using the Electronic Tax Register (ETR) Machine.
- Receipt Analysis.
- Filling the movement registers.
- Bank Reconciliation, Issue and Surrender of Imprest.

**Kenyatta National Hospital: (September 10<sup>th</sup> 2011- December 11<sup>th</sup> 2011): Account Assistant**

I worked as an Intern in the various Finance departments which included

- NHIF Department; Expenditure Department; Revenue Department; Management and Cost Accounting Department and Ledger Department

My duties were but not limited to:-

- Managing petty cash and preparing weekly reports for submission to management.
- Bank reconciliation.
- Administration work assigned by management.
- Preparation of company account files for audit.
- Office Administration-Customer care and Data management.

## **SKILLS, ABILITIES & VALUES**

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- ◆ Proficiency in Macroeconomic and Financial Management institute of Eastern and Southern Africa (MEFMI) Private Capital Monitoring system (PCMS).
- ◆ Proficiency in computer assisted personal interview (CAPI).
- ◆ Proficiency in Enterprise Resource Planer (DYNAMICS).
- ◆ Computer Literate since 2000: Proficiency in computer skills (Microsoft Office Suite) - Excel, Word, PowerPoint, Outlook, Access. (high proficiency).
- ◆ Possess a self-motivational character, highly driven and organized individual with outstanding work ethics.
- ◆ Creative, innovative, resourceful, Fast learner and able to adapt in different working environments and having a passion for team work.

## **HOBBIES AND INTEREST**

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- Participating in charitable walks and marathons.
- Reading novels.
- Travelling.

## **REFERENCES:**

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1. Mr. Paul Mbugua Mwaura,  
Audit Manager,  
National Transport and Safety Authority,  
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