

**CALEB MOTURI OTACHI**  
**CURRICULUM VITAE**  
**P.O. BOX 3318-00200, NAIROBI**  
**E-MAIL: [otachicaled@yahoo.com](mailto:otachicaled@yahoo.com)**  
**MOBILE: +254 729 083 840**

**PERSONAL DATA**

DATE OF BIRTH : 10/03/1988  
NATIONALITY : KENYAN  
LANGUAGES : English and Kiswahili. Proficient in both spoken and written  
RELIGION : Christian  
MARITAL STATUS : Single

**PERSONAL ATTRIBUTES:**

- Strong analytical and problem solving skills.
- Unmatchable communication skills in English and Kiswahili; Written and verbal.
- Highly trustworthy, discreet and ethical.
- Keen and quick to learn under very demanding environment
- Flexible to adapting to new roles and tasks
- Computer literate
- Committed and bears challenges
- Can work with little or no supervision

**TECHNICAL SKILLS**

- MS Excel
- MS PowerPoint
- MS Word
- Knowledge of Integrated Financial Management Information system {IFMIS}

**CAREER OBJECTIVE:**

To participate in accounting, finance, auditing and other related fields by applying my talent, skills and knowledge accumulated all through my life as well as pursuing my career in an organization that offers opportunities to learn and grow.

**EDUCATION BACKGROUND:**

**2014-2016** : BACHELOR OF COMMERCE {ACCOUNTING OPTION}  
JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND  
AND TECHNOLOGY

**2008 - 2012** : CPA K  
KCA UNIVERSITY

**2002 – 2005** : NAIKURU HIGH SCHOOL  
KCSE, C+ (PLUS)

**1994 – 2001** : NAIKURU PRIMARY SCHOOL  
Awarded Certificate of Primary Education.

## **WORKING EXPERIENCE**

### **NOVEMBER 2013-OCTOBER 2016: COUNTY GOVERNMENT OF NYAMIRA-ACCOUNTANT**

#### ***Tasks:***

- Managing day to day accounting activities to ensure efficient and effective reporting.
- Using automated accounting system for data input and to obtain reports.
- Reconciliation of General ledger control account.
- Preparation and Reconciliation of bank statement. .
- Ensuring safe custody of accountable documents.
- Preparation of a requisition of funds from the Exchequer.
- Raising of payment vouchers.
- Posting the cashbook.
- Examination of vouchers.

**2011 Nov – 2012 Jan:** Was attached with KTDA (Kenya Tea Development Agency)

#### ***Tasks:***

- Raising cheques
- Filling of withholding VAT returns.
- Preparing of job certificate payment
- Preparation of accruals and payments.
- Updating of ledger and filling of documents for safe custody.

### **2011 JAN -2011 SEPT : CONTELL AFRICA LIMITED-ACCOUNTS ASSISTANT.**

#### ***Tasks:***

- Filing and custody of accounting documents
- Raising of invoices
- Posting of cashbook.
- Preparation of bank reconciliation statement.
- Raising of invoices.
- Inspecting accounting books to keep them to date.

**MEMBERSHIP:** MEMBER OF THE INSTITUTE PUBLIC ACCOUNTANTS OF KENYA {ICPAK}

**TRAININGS AND SEMINARS:** Training on County financial Accounting, Recording and Reporting at the Kenya School of Government {KSG}.Certificate issued.

## **HOBBIES**

- Playing football
- Playing basketball
- Swimming

## **REFEREES**

JEMIMAH ABUGA  
SENIOR ACCOUNTANT, NYAMIRA COUNTY GOVERNMENT  
**TEL: 0727-643-850**

DOMINIC OBWOGE,  
INFORMATION TECHNOLOGY OFFICER,  
KENYA REVENUE AUTHORITY.  
**TEL:0728038011**

EMILY MECHA,  
ASSISTANT HEAD OF OPERATIONS  
CONTELL AFRICA LTD.  
**TEL : 0711-827-453**