

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

<u>YEAR</u>	<u>INSTITUTION</u>	<u>POSITION</u>
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
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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
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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 1st 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,
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