

# EDWIN K. OBINO

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## SUMMARY

To find a challenging position that will enable me to utilize my skills, expertise and experience in my profession and to use my professional training and knowledge to help the organization that I serve, to meet its goals and objectives; contributing to its sustainable growth; while it helps me to realize my full potential by providing a stimulating environment that promotes my professional development and career advancement. Academic

## HIGHLIGHTS

- Budget forecasting expertise.
- Account reconciliation expert.
- Excellent managerial techniques.
- General ledger accounting.
- Superior research skills.
- Research and Analysis.
- Technical Manual Compilation.
- Sample Collection.
- Records Accuracy.
- Policy Implementation.

## ACCOMPLISHMENTS

Opening and operationalizing an AMCA (Afya Sacco Micro-Credit Activity) centre in Kericho County to serve our members in Kericho county.  
Selling highest amount of loan in a single month as a marketer (14 million shillings).  
Selling highest amount of AMCA shares to a single member (720,000 shillings).  
Drafting retention measures to reduce members' withdrawal from the sacco.  
Drafting policies and measures to improve the accounting network in the Sacco.  
Leading the University commission for elections which ensured a credible university education.  
Being a leading founder member of the Arts Society of Kabianga.

## EXPERIENCE

05/2013 to 09/2013

HRIO-Intern

Molo District Hospital

- Was an opportunity to put into practise the adverse statistical knowledge I had acquired Duties Data entry into primary tools, which basically pertains to gathering clients' information and recording it the primary tools.
- included: age, gender, residence, diagnosis, prescription) Compiling the daily data to generate weekly as well as monthly data.
- Cleaning the data, which implies to checking for errors and omissions.
- Feeding the data to the DHRIO, for processing for government consumption.
- Analysing the data using soft wares like SPSS for Hospital consumption and decision making to improve service delivery.
- Comprehensive Accounting skills gained through learning and work

- experience.
- Computer knowledge and Expertise acquired through learning and practise of computer applications.
- Intensive Statistical and analytical skills gained through learning and job practise Eloquent and fluent Communication skills gained through education, different leadership positions and training.
- Team work skills gained through leadership and job experience.

Accountant, job group IV

Afya Sacco Society Ltd -Nakuru County

- I currently serve as an accountant for Afya Sacco FOSA, based in Nakuru County, a position I have held since January 2014.
- Establishing an office for the Sacco in Kericho County.
- Reaching out to all our members within the county and educating them on our new products.
- Advising them on financial matters and processing their loan application forms.
- Ensuring expedite data sheet processing by the county government.
- Keeping members informed on matters related to membership and any developments thereof.
- Sending and receiving and correspondences on behalf of the members.
- Reconciling opening and closing cashiers' balances.
- Ensuring that proper postings are done to and from the treasury.
- Maintaining Branch petty cash book.
- Acting as the deputy branch manager for Afya Sacco Nakuru.

## EDUCATION

April 2013

University of Kabinga

BSc, Applied Statistics with Computing Second Class honours (upper division)

June 2012

Diploma: Accounts

Mwangaza College

Accounts Attaining CPA (K)

Achievers school of professionals

: July-Sep 2010 Complete computer packages (Introductory, Advanced and Accounting packages) Saint Josephs Junior Seminary: 2005-2008.

Kenya Certificate of Secondary Education

. Attained a B .

## REFERENCES

References

Dr Mary G Wosyanju,

Dean of Students, University of Kabianga.

Mob: 0724514495.

Email: gwosyanju@yahoo.com

Br Brendan Foley,

Principal, Mwangaza College,

Mob: 0725705527.

Email: mwananchi@mwangaza.com.

Mr Joseph Sielei,  
Manager, Afya Sacco Fosa Nakuru,  
Mob: 0722426175.  
Email: joseph.sielei@yahoo.com.

## SKILLS

Navision software system knowledge.  
Computerised accounting softwares skills (sage, quickbooks and pastel)  
Comprehensive computer knowledge.  
Sufficient accounting knowledge and skills (certified public accountant)  
comprehensive statistical skills.  
HRIS software skills (Health Records Information Systems).  
Computer programming language skills (c, c , R, SPSS, STATA)