

CV-ELIUD WANDERA

CURRICULUM VITAE

PERSONAL DETAILS

NAME: ELIUD WANDERA
DOB: 9TH MARCH 1991
GENDER: MALE
NATIONALITY: KENYAN
RELIGION: CHRISTIANITY
ID NUMBER: 28683921
MARITAL STATUS: SINGLE
LANGUAGES: ENGLISH ANDISWAHILI
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CAREER OBJECTIVES

My motivation is in seeking excellence towards organizations goals and objectives through a balanced work-life, dedicated effort, self-strive, integrity, mutual respect, team work and ability to learn.

I would like to secure a position with challenging but exciting work where my strengths, skills, ideas and capability are nurtured and exploited to the fullest to add value to the organization while providing opportunities for personal development, continued learning, career progression, social networking and competitive enumeration.

EDUCATION BACKGROUND

QUALIFICATION	PERIOD	INSTITUTION	GRADE
HUAWEI CLOUD ASSOCIATE	2020-2020	HUAWEI ACADEMY	PASS
CPA PART 3	2013-2016	DOMINION TRAINING INST.	PASS

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KCSE	2006-2009	BUTULA BOYS HIGH SCHOOL	B(61POINTS)
KCPE	1997-2005	NAMBOBOTO BOYS PRI	408/500

SKILLS ACQUIRED

- Maintaining records of invoices, payments and transactions.
- Preparing accounts payable, invoices and purchase orders.
- Petty cash and payroll management.
- Investigate and reconciling discrepancies in daily transactions.
- Computation of tax owed and filling of tax returns.
- Preparation of periodic reports and comparison of budgeted costs to actual costs.

OTHER SKILLS

- Web design and development.
- Excellent Communication skills.
- Good analytical skills.
- Proficiency in Microsoft packages: Word, Excel, Access.
- Ability to maintain confidentiality of sensitive company information.
- Strong computer and internet research skills.
- Trustworthy and a multitasker.

WORK EXPREIENCE

1.Working as a volunteer Bursar at Bungoma Adult Secondary Education Centre (JAN 2017 TO 2019)

Currently am working as a volunteer Bursar at Bungoma Adult Education Centre. Key responsibilities include;

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- Receiving and recording students' payments
- Maintaining and updating school accounts, operational accounts and tuition account
- Maintaining of daily transactions including petty cash book
- Preparation of trial balances and ledger books
- Preparation of annual estimates of income and expenditure including departmental budgets within the school.
- Among other duties as assigned by the school management

2.Worked as a Receptionist-Tourist Hotel Bungoma (December 2015)

Worked as a receptionist at Tourist Hotel Bungoma. Key responsibilities included;

- Welcoming visitors in person or in telephone, answering and referring their inquiries
- Maintaining security by following procedures, monitoring logbooks and issuing visitors badges
- Receiving payments for guests who check in and processing payment statements for guests who check out.

3.Account assistant-Viocals Health Centre Busia (January 2014 to June 2015)

Worked as an Account assistant at Viocals Health Centre-Busia. Key responsibilities included;

- Calculating and checking to make sure patients payments and amount held reconciles.
- Filling of the tax returns for the organization
- Maintaining of the petty cash
- Maintaining of debtor and creditors register
- Maintaining of the payroll system among other duties

4.Worked as a poll clerk-Independent Electoral and Boundaries Commission IEBC (2013 General Elections)

Worked as a poll clerk in 2013 General Elections. Key responsibilities included;

- Assist with the layout of the polling station and prepare the opening of the poll

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- Checking that the electors are eligible to vote in the election and at that particular polling station
- Check and mark the elector's number in the register of electors
- Issue ballot papers to voters
- Help with other polling station duties on the instruction of the Presiding officers

ACHIEVEMENT/ AWARDS RECEIVED

- Awarded certificates for participating in mathematics contest held at Maseno School (nationwide) in 2009.
- I played football up to provincial level in 2009.

HOBBIES

- Travelling, new adventures and meeting friends
- Reading inspirational books
- Surfing the net for current affairs, performance of the stock exchange, general information, new technology development and social networking.

REFEREES

ANTONY MAKIO

THE PRINCIPAL

BUNGOMA ADULT SECONDARY SCHOOL

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CV-ELIUD WANDERA

DAVID NAMBAFU

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