

Joseph Oduor Ochido

Nairobi

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2002 IQRA DRIVING SCHOOL, NAIROBI.

Driving course for vehicles classes B, C and E and in possession of a valid driving licence. Also did basic mechanics and first aid course and is conversant with all types of vehicles minor repairs.

Willing to relocate: Anywhere

Sponsorship required to work in the US

Work Experience

Finance and Administrative Assistant

UNODC ROEA.-Nairobi

November 2015 to Present

Duties include;

Budget and Finance: • Monitor status of expenditures and allotments through IMIS, record variations, update budget tables. • Consolidate data received and provide support to higher-level staff with respect to budget reviews of relevant intergovernmental and expert bodies. • Review status of relevant expenditures and compare with approved budget. • Review requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds. • Assist in the preparation of budget performance submissions. • Prepare statistical tables and standard financial reports. • Serve as focal point for administrative coordination of programme/project implementation activities, involving extensive liaison with a diverse organizational units to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, e.g., authorization of payments, disbursement of funds, procurement of equipment and services, and related administrative tasks. • Draft correspondence on budget-related issues and prepare and updates periodic reports, briefing notes, graphic and statistical summaries, accounting spreadsheets, etc.. • Perform other duties as assigned.

General Administration: •

Perform the full range of office management and administrative support functions and provides direct assistance to the Eastern Africa Coordinator of the UNODC Global Programme on Cybercrime. •

Ascertain the scope of meetings/workshops and technical requirements (venue, interpretation/translation, signs, equipment, volume of documentation etc.) and make appropriate arrangements. • Prepare, process and follow-up on administrative arrangements and forms related to the official travel of staff and meeting participants. • Draft routine correspondence. • Maintain up-to-date work unit files (both paper and electronic). • Coordinate extensively with service units and liaises frequently with internal team members both at Headquarters and in the field. • Perform other related administrative duties, as required, e.g., operational travel programme; monitoring accounts and payment to vendors and individual contractors for services; physical space planning; identification of office technology needs and maintenance of equipment, software and systems.

Finance/Administrative Assistant

United Nations Support Office for AMISOM (UNSOA)-Nairobi

January 2015 to November 2015

Duties include receiving and processing of travel requests, invoices, and following up on incomplete requests to ensure they are properly submitted. Reconciliation and reporting of documents processed.

Logistics Assistant

Kenya Pipeline Company.-Nairobi

December 2005 to December 2014

Duties include making travel and accommodation arrangements, maintaining fleet records, monitoring and controlling vehicle use and availability, raising service request when due, allocation of drivers, ensuring licenses and insurance are up to date, receiving and counter-checking fuelling and service invoices, preparing monthly reports and filing vehicle returns, receiving, dispatching and recording incoming and outgoing mail, data entry, filing, processing loading orders and general administrative/operational duties. Training on SAP, Quick books and Oracle software and

Occupational Health and Safety. Also trained on ISO and occupational health and safety.

Billing Clerk in the Customer Care Department.

Celtel Kenya-Nairobi

January 2003 to December 2005

Duties were preparing, editing, sorting and dispatching itemised monthly bills for Post-paid tariff customers and following up on any queries about the bills. Attending to calls at the call centre and general administrative/clerical duties.

Polling Clerk

Electoral Commission Of Kenya-Nairobi

December 2002 to December 2002

at Urenga Polling Centre in

Uguya constituency. Duties included verifying identification documents of voters against entries in the voters register, guiding voters, counting of votes and filing returns for the polling station.

Office Assistant

Kodak East Africa Limited-Nairobi

January 2002 to December 2002

doing research on tariffs and taxes in African countries and the major retail outlets in cities of the same countries as well as general administrative duties for the Business development department.

Education

Bachelors Degree in Commerce

KENYA COLLEGE OF ACCOUNTANCY - Nairobi

January 2014 to April 2024

Certificate

2002

USENGE HIGH SCHOOL

1993 to 1996

KILELESHWA PRIMARY SCHOOL - Nairobi
1984 to 1992

school in Maswali Kwa Wanafunzi

Skills

- 2002 IQRA DRIVING SCHOOL, NAIROBI.
Driving course for vehicles classes B, C and E and in possession of a valid driving licence. Also did basic mechanics and first aid course and is conversant with all types of vehicles minor repairs. (10+ years)
- Accounts Payable (10+ years)
- Accounts Receivable (10+ years)
- Payroll (5 years)
- Oracle (10+ years)
- Account Reconciliation
- SAP (10+ years)
- QuickBooks (8 years)
- Project Management (8 years)
- Microsoft Outlook (10+ years)
- Account Management (8 years)
- Databases (10+ years)
- General Ledger Accounting (10+ years)
- Logistics (9 years)
- Bank Reconciliation (9 years)
- Auditing (9 years)
- Financial Statement Preparation (9 years)

Certifications and Licenses

First Aid Certification

Driver's License

Assessments

Filing & organisation — Proficient

June 2024

Arranging and managing information or materials using a set of rules
Full results: [Proficient](#)

Attention to detail — Proficient

May 2024

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Working with MS Word documents — Proficient

May 2024

Knowledge of various Microsoft Word features, functions, and techniques

Full results: [Proficient](#)

Data entry: Attention to detail — Proficient

May 2024

Maintaining data integrity by detecting errors

Full results: [Proficient](#)

Working with MS Excel spreadsheets — Highly Proficient

May 2024

Knowledge of various Microsoft Excel features, functions and formulas

Full results: [Highly Proficient](#)

Bookkeeping — Proficient

May 2024

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

Customer focus & orientation — Proficient

May 2024

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Administrative assistant/receptionist — Proficient

May 2024

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Customer service — Completed

May 2024

Identifying and resolving common customer issues

Full results: [Completed](#)

Spreadsheets with Microsoft Excel — Proficient

May 2024

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

Health & safety — Proficient

June 2024

Using safe practices at work

Full results: [Proficient](#)

Written communication — Proficient

May 2024

Best practices for writing, including grammar, style, clarity and brevity

Full results: [Proficient](#)

Verbal communication — Proficient

May 2024

Speaking clearly, correctly and concisely

Full results: [Proficient](#)

Filing & organization — Proficient

May 2024

Arranging and managing information or materials using a set of rules

Full results: [Proficient](#)

Sales skills — Proficient

May 2024

Influencing and negotiating with customers

Full results: [Proficient](#)

Working with MS Excel spreadsheets — Proficient

June 2024

Knowledge of various Microsoft Excel features, functions and formulas

Full results: [Proficient](#)

Verbal communication — Highly Proficient

June 2024

Speaking clearly, correctly and concisely

Full results: [Highly Proficient](#)

Recruiting — Proficient

June 2024

Managing the candidate sourcing and selection process

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.