OLIVER KEMEI NDIWA

332,Moisbridge Kenya,+254711189811/kemeioliver@gmail.com

PROFFESSIONAL SUMMARY

-Motivated and friendly worker with flexible schedule and willing to work weekends.

. Experienced School Bursar with a proven track record of overseeing financial operations, budget management, and student billing. Skilled in compliance with accounting standards and implementing financial policies to drive organizational success.

-Hardworking and reliable accountant focused on going above and beyond to support team and customers

-Trained in finance and offering a top-notch accounting abilities

- Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth.

SKILLS

-Maintained good working relationship with co-workers and management.

-volunteered for and tackled new assignments and tasks to ease staff member burden

-Participated in seminars and additional training to expand knowledge and skills.

-Kept work area organized and clutter free.

-Used good judgment to solve problems.

-Worked well with different people to address challenges and solve problems collaboratively

-Organization and time management

EXPERIENCE

OCTOBER 2009-CURRENT

School Bursar -St Peters Mixed Day Nyakinywa secondary school

* Control of school finance
* Preparation of school budget estimates
* Issuing serialized and official school receipts for money & goods received by the school
* Making all authorized and supported payments from school funds
* Keeping books of accounts in accordance with the accounting instructions for educational institution
* Monitor the performance of income generating projects in the school
* In charge of school workers
* Preparations of monthly financial estimates in accordance with international public sector accounting standards
* Payroll preparations

EDUCATION

2002 – 2005 .

St. Patrick’s high school

Kenya Certificate of Secondary Education-award

1994 – 2001

Koy Koy primary school

Kenya Certificate of Primary Education-award

PROFFESSIONAL TRAINING

JAN-AUGUST 2021 Certified public accountant section 2 and 4(CPA 3&4) private study

JAN – JUNE 2014 Certified public accountant section two (CPA 2) private study

JAN – JUNE 2011 Certified public accountant section 1(CPA 1) private study

JAN – JUE 2009 Kenya Accounting technicians certificate2 (KATC 2) private study

MAY 2008 – DEC 2008 Kitale Technical Training (KATC I)

**COURSES AND SSEMINARS**

**DATE COURSE/ SEMINAR**

**4th july-8th july 2022** FINANCIAL MANAGEMENT COURSE

 Organized by ministry of education

**18th august-22nd august 2019** FINANCIAL MANAGEMENT COURSE

Organised by ministry of education

20th august-8september 2018 FINANCIAL MANAGEMENT COURSE

 Organized by ministry of education

 14th-19th August 2016 FINANCIAL MANAGEMENT COURSE

 Organized by ministry of education Awarded certificate

14th -19th August 2011 FINANCIAL MANAGEMENT COURSE

 Organized by ministry of education Awarded certificate

 JAN – JUNE 2009 World Wide computer college

PERSONAL INFORMATION

ID NO: 2 5124409

HOBBIES: watching football, making friends, Reading Novels

DATE OF BIRTH: 05/06/1987

MARITAL STATUS: MARRIED

RELIGION : CHRISTIAN

NATIONALITY : KENYAN