

EVERLYN ALUOCH WANZETSE

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PROFILE:

I am a hard working, team player and a goal oriented person with good communication and interpersonal skills. I work under minimum supervision and I can withstand pressure. I have the ability to learn. I am patient, disciplined and sincere. I have computer skills, able to use a number of computer software and packages.

To be an accomplished Financial Management Consultant helping individuals and Corporations to make the best use of Financial resources at their disposal so as to improve the wellbeing of Communities and the world at large.

ACADEMIC QUALIFICATIONS:

2018: Masters degree in Business Administration (Finance Option) at Masinde Muliro University of Science and Technology.

2004 -2008: Bachelor's Degree in Business Management majored in Finance at Masinde Muliro University.

PROFESSIONAL QUALIFICATIONS

2015: CPA Part III Section 6

2013: CPA III Section 5

2005: CPA Part II Section 3 & 4

1998: CPA Part 1 Section 1& 2

1996: KATC Intermediate and Final Level

COMPUTER STUDIES

2010: Pulp college of Computer Studies, Kakamega

2003: Computer Training at Compucoda College, Kakamega

EDUCATION BACKGROUND

1989 – 1992: Kenya Certificate of Secondary Education
Alliance Girls High School (KCSE C+ Plus)

1981 – 1988: Kenya Certificate of Primary School (KCPE)
Mumias Complex Primary School

WORK EXPERIENCE

Feb.2019 to date: Assistant Accountant Finance Department, Kibabii University

RESPONSIBILITIES

- Preparation of weekly, monthly and quarterly financial reports.
- Bank reconciliations of all the bank accounts.
- Examination of payment vouchers before payment
- Preparation of payment for suppliers
- Reconciliation of student Accounts
- Verification of students accounts refunds
- Member Budget Committee

October, 2018 to February 2019: Senior Accounts Assistant, Finance Department, Kibabii University

RESPONSIBILITIES

- Processing of Imprest warrants
- Examination of payment vouchers prior to payment
- Receiving of Bank statements from the bank.
- Reconciliation of creditors statements and ledgers
- Filling of KRA requirements
- Any other duties as assigned

April 2013 – to October 2018: Administrative Assistant, Kibabii University

RESPONSIBILITIES

- Preparing procurement budget plans for the Department.
- Secretariat to several Committees e.g. Senate meetings, Disciplinary Committee meetings and Adhoc meetings.
- Keeping records of all Part-time lecturers and teaching tools.
- Handling Student matters in the Department.
- Handling student matters in the Department.
- Organizing seminars/ workshops.
- Filling and documentation.
- Handling administrative protocols.

March 2008 - April. 2013: Manager, Wevarsity SACCO

RESPONSIBILITIES

- To ensure preparation and analysis on a quarterly basis of the Society's Business Plan and Budget.
- To ensure that there is adequate liquidity to meet loan demand, share and savings withdrawals and operating expenses.

- To manage the daily affairs of the society in a competent manner, sign documents on behalf of the society and represent the society in all business transactions.
- To direct and supervise proper implementation of all Sacco policies, the administration and processing of loan applications by the Loan Officers.
- To advise the Board of Directors on all matters concerning of loans, and share Contributions.
- To establish a Pricing Strategy for products and Services in which the interest rate structure will seek to balance between meeting members' needs for loans and the loan term viability.
- To direct and supervise staff and propose to the Board of Directors new or replacement positions at the Society and revision of staff Terms and Conditions of Service.

ACHIEVEMENTS

- I managed to mobilize funds yearly for the Sacco through the Christmas and Education packages from 2008 to 2012.
- The share capital increased from fifty six million in 2008 to one hundred and three million in 2012.
- The loan portfolio increased from sixty two million in 2008 to one hundred and eight million as at 2012.
- The membership grew from four hundred and eighty five members in 2008 to eight hundred and two members 2012.
- Dividends paid to members increased from four million six hundred thousand in 2008 to 2012.

May 2005 – March 2008: Accounts clerk

- Accounts clerk, Wevarsity SACCO.
- Receiving deposits from the members.
- Keeping books of accounts.
- Preparing clients Statements.
- Banking activities i.e. depositing cash and withdrawing cash.
- Giving general financial advice to members.
- Processing of members loans.

Oct 2001 – April 2005: Audit Assistant, Owino and Associates

- Auditing of corporate organizations such as Sacco, NGOs.
- Management of clients' books of Accounts.
- Preparation of monthly returns VAT, PAYE, NSSF, NHIF.
- General financial duties.
- Book keeping.

Jan 1999 – Sept 2001: Legacy productions as an Accountant

- Bank reconciliations.
- Management of books of Accounts.
- Receiving cash from newspaper vendors.
- Preparing monthly reports.
- General financial advice to clients.

Jan 1997 – Dec 1998: Attached as an Audit clerk to Owino & Associates

- Management of clients' books of Accounts.
- Preparation of monthly returns.
- General financial advice to clients.

COMMUNITY ACTIVITIES

Member, Audit Committee Kakamega County, July 2019 to date

Roles include :

- (i) Evaluating whether processes are in place to address key roles and responsibilities in relation to risk management.
- (ii) Evaluating the adequacy of the control environment to provide reasonable assurance that the systems of internal control are of a high standard and functioning as intended.
- (iii) Performing an independent review of the financial statements to ensure the integrity and transparency of the financial reporting process. Monitoring the effectiveness of an entity's performance information and compliance with the performance management framework and performance reporting requirements.
- (iv) Evaluating the quality of the internal audit function, particularly in the areas of planning, monitoring and reporting.
- (v) Engaging with external audit and assessing the adequacy of management response to issues identified by audit.
- (vi) Reviewing the effectiveness of how the entity monitors compliance with relevant legislative and regulatory requirements and promotes a culture committed to lawful and ethical

Secretary, High Breed Sisters Women Group, January 2019 to date

My Duties Include:

- Writing minutes during the monthly meetings.
- Doing communications to the members.
- Writing annual reports to be presented in the Annual General Meeting.
- General coordination of activities of the group.

Treasurer, Rejoice Women Group, June 2015 to date

My Duties Include:

- Preparing budgets for the year for the group.
- Preparation of the group's financial statements.
- Reading and interpreting financial records to members.
- Carrying out all banking activities.

Experience gained

- Experience was gained in interpersonal communication, team work and tolerance.

Achievement

- I have been able to perfect my interpersonal communication skills.

Deputy Women President, Abundant Life Inspiration Centre, January 2019

My Duties Include:

- Mobilizing women for the women meetings.
- Preparing for the women monthly meetings.
- Collecting the monthly contribution from the women.
- Identifying issues of concern among the women and tabling them in the women executive meetings.
- Organizing visitations when the members have funerals, have newborn and other activities.

Experience gained

- Gained experience in coordinating a large group of people.
- Supporting people when they are going through challenges like death, sickness by praying for them, contributing, mobilizing the women to stand with them financially.

Achievement

- Have been able to unite women in my church.
- Have gained good interpersonal skills.

Deputy house Captain in Alliance Girls High School 1991-1992

My Duties Included:

- Giving weekly report to the Housemistress.
- Chairing house meetings in the absence of house captain.
- General disciple of the students of my house.
- Ensuring cleanliness in the house.

Achievement

- I was able to develop my leadership skills.

- Developed public speaking skills.

SEMINARS AND CONFERENCES ATTENDED

4 TH -5 TH April, 2017:	Price Water house Coopers
5 th -9 th December, 2016:	Kenya School of Government
1 st March, 2014:	Staff Induction Training
13 th – 17 th June, 2011:	Management audit consultants
10 th -13 th April 2011:	Kenya union of Savings and Credit Cooperative
20 th – 24 th September, 2010:	Computer Castles
9 th – 10 th July, 2009:	Ministry of Cooperative and Marketing
7 th – 8 th August, 2008:	Ministry of Cooperative and Marketing
2 nd – 4 th July, 2008:	World Council of Credit Union
28 th – 30 th November, 2006:	Ministry of Cooperative and Marketing
16 th June – December, 2006:	Advico Services

MEMBERSHIP AND AFFILIATIONS

- Institute of Certified Public Accountants Member no. **18483**
- Member of Kenya institute of Management Member no. **43939**

HOBBIES

- Organizing and Participating in outreach activities
- Reading novels
- Travelling.

REFEREES

1. **Mr. Ponyochi Kunyobo**
Owino & Associates
P.O. Box 2392-50100
KAKAMEGA-KENYA
Cell phone: 0729706770
2. **Dr. Laura Catherine Mamuli**
Lecturer, School of Business
Kibabii University
P.o box 1699-50200
BUNGOMA
Cellphone: 0724681652

3. Mr. Benjamin Oduori
Deputy Finance Officer
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