

JUMA EZRA OCHIENG'

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PERSONAL STATEMENT

A highly skilled and result oriented finance and accounting scholar passionate about poverty eradication and educational empowerment. Ezra has highly organized approach in project management, team coordination and fundraising activities. He is now looking to enhance my working capacities, professional skills, business Efficiencies and to serve my organization in best possible way with sheer determination and commitment.

WORK EXPERIENCE

June 2018 - Present	United Nations Intern Reviewing and clean-up of SCA Payroll and Non-payroll report from UNDP for IOV charges for both UNEP and UN-Habitat. -Following up with FMO's in both UNEP and UN Habit for value adjustments of fund commitments with insufficient FC balances and creation of service entry sheet to facilitate automatic posting of IOV charges -Monthly reconciliation of UNDP IOV's charges against Issued fax authorization for both UN Habit and UNEP -Reconciliation of received UNDP IOV's against all IOV's posted in the UNDP SCA Advance GL. -Weekly analysis of all parked unprocessed document for distribution to UNDP team members for processing -Creation of load file to move all charges posted to and from deferred GL to the respective expenditure ledgers -Statistical analysis of UNDP Cash settlement report for both UNEP and UN-Habitat against received UNDP IOV CHARGES -Filling of monthly IOV report in the Accounts section shared folder, -Any other duties as may be delegated by the supervisor.
April 2017- Dec 2017	Solibrium Limited
Position	Finance and Administration <ul style="list-style-type: none">- Preparing monthly financial reports (Income statement, Balance sheet, Cash flow statement, Cash analysis statement and Bank statement)- Ensure processing of the payroll on monthly basis- Ensuring all statutory payments are done<ul style="list-style-type: none">- Facilitate production of marketing materials for the organization.- General ledger entries- Engage in active Sales of products from time to time- Ensure compliance with regulatory bodies- Filling monthly returns

- Manage inventory for the organization.
- Handling petty cash within the organization
- Facilitate tax exemption and refund as required by law
- Perform any other duty as directed by supervisor.

July 2016 –Oct 2016

Yusudi Limited

Position

Administrator

Duties

- Performed general accounting for the company - Maintained the students' finance tracker database.
- Sourced for applicants on brighter Monday.
- Maintained continuous supply of office supplies

May - Aug. 2014

Migingi Base Shop-Kendu Bay

Position:

Salesman

Duties

- Handled the sales and entire operation of the shop serving local vendors with Coca-Cola products for both wholesale and retail
- Conducted monthly inventory and performed heavy cash handling

Jan - April. 2013

University of Nairobi-Kisumu Campus

Position:

Subordinate Staff

Duties:

- Undertook general administrative tasks and facilitated cleaning activities within the campus

May- Aug. 2013

Saint John's High School

Position:

Volunteer

Duties:

- Taught Chemistry, Mathematics and Business Studies to Form 1, 2 and 3 students on a daily basis
- Supervised classes for over 300 students

PROFESSIONAL QUALIFICATION

July 2016- Aug 2016 **Yusudi**
Training: **Life Skills and Entrepreneurship**
Principal topics - Emotional Intelligence
covered - Self-Leadership (Organizational Management and Business Etiquette)

2017 May-Present **KASNEB**
Course: CPA Section 4

2015 May **KASNEB**
Course: CPA Section 1 & 2

2013 Aug. **Maxtor Computer college**
Certification: Computer Packages

EDUCATIONAL BACKGROUND

Sept 2013.-Present **Co-operative University of Kenya**
Degree: Bachelor's Degree in Commerce

Feb.2009-2012 Nov. **Oriwo Boys High School**
Certification Kenya Certificate of Secondary Education(KCSE) Mean grade-B+

PRE-PROFESSIONAL LEADERSHIP

May - 2017 **Solibrium Limited**
 Finance HR and Administration
- Managed to successfully get tax exemption for our solar product which greatly reduced retail prices and increased the customer base.
- Increased the customer base by 20% since the products were now cheaper for the local community.
- Successfully led the solar team in Community education on the benefits of solar energy uses.

Oct. 2014 **Co-operative University College of Kenya**
Position: **Organizing Secretary**
Duties - Coordinated a group of seventy students in raising a sum of Ksh.50,

AREA OF EXPERTISE

Financial and	- Financial analysis - Accounting
Technical Competencies	- Good command of Microsoft Office™ tools (Word™, Excel™ and PowerPoint™); - Good knowledge of web browsers (Mozilla Firefox and its add-ons, Microsoft Internet Explorer, Google Chrome, Opera)
Personal Skills	- Adept at oral Communication - Excellent Leadership Skills - Good organizational skills, both individual and of a group

HOBBIES

Football	- Participated in regular sports activities while in High School
Singing	- Certificate of Kenya National Music Festival

REFEREES

Miss. Adrienne Gachihi
 Life Skills Trainer, Yusudi
 Honass Apartments, Suite A1
 Riara Road, Nairobi
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