Stephen

Stephen.335327@2freemail.comm

**Personal Details**

DATE OF BIRTH: 22nd July 1965

MARITAL STATUS: Married

NATIONALITY: Kenyan

**Education**

Master’s degree in Business Administration – University of the Free State, Republic of South Africa, November, 2004

Extensive professional training in the areas of business management, marketing, human resource management, accounting & finance, relationship building & leadership

Certified Public Accountant of Kenya (C.P.A (K), June, 2003

Bachelor of Education Degree, Business Studies, Kenyatta University, 1990

Kenya Advanced Certificate of Education (K.A.C.E), Meru School, 1986

Kenya Certificate of Education (K.C.E), Abothuguchi Secondary School, 1983

**AREAS OF SPECIALIZATION**

• Accounting and Finance Management

• General Management

• Project management

• Marketing

• Teaching

**Work Experience**

**May 2015 – current Lecturer (Part-Time), Cooperative University of Kenya Faculty of Commerce**

Main duties performed

My duties entail lecturing, administering exams and marking

July 2014 – Dec 2014 Consultant Get Ready Investment Holdings MFI (South Africa)

Main duties performed:

My terms of reference entailed strengthening of the Finance Department through development of departmental skills, development and maintaining quality management reports.

 It also involved optimizing the structure of finance and administrative functions of the organization.

May 2012 – To June 2014 Finance Manager / General Manager Dinaledi Financial Services (South Africa)

Main duties performed:

 I was responsible for leading the development and execution of the Company’s long term strategy with a view to creating shareholder value. My leadership role also entailed being ultimately responsible for all day-to-day management decisions and for implementing the Company’s long and short term plans. I acted as a direct liaison between the Board and management of the Company and communicated to the Board on behalf of management. I also communicated on behalf of the Company to shareholders, employees, Government authorities, other stakeholders and the public.

**February 2011 – April 2012 Executive Coordinator Association of Microfinance Institutions of South Africa (AMFISA)**

Main duties performed:

Ensure coordination of all AMFISA activities, including fundraising, management of funds, design & capacity building, advocacy and making reports to stakeholders.

July 2010 – January 2011 Consultant-Finance Manager Support Women Development Businesses MF (South Africa)

Main duties performed:

This was a Seven (7) month consulting work with WDB-MF. Under this consultancy the terms of reference were as follows:

- Strengthening of the Finance Department through development of departmental skills, development and maintaining quality management reports.

- Development and designing acceptable standards in preparing for year-end audit

- Review and strengthen Credit Operations Department

- Improve report writing and organizational communication

**October 2005- October 2008 Accountant Global Fund, Kenya**

Main duties performed:

Supervise cash and cheque payment transactions. Ensure that all transaction inputs into the accounting system- were done accurately and completely. Coordinate the preparation of Financial Statements up to Trial Balance. Controlled and monitored the bank accounts.

Facilitate annual audits. Ensured bank and all ledger accounts were reconciled on a monthly basis to maintain the integrity of the accounts. Processed all payments/deductions to/from employees and transferred such salaries to their respective bank accounts on time.

**August 2004- September 2005 Branch Accountant Equity Bank Limited**

Main duties performed:

Ensure that Inter Branch reconciliations were done accurately and on timely basis; make daily, weekly and monthly returns to the head Office; Did Back Office duties which included posting of salaries and cheques; and other accounting duties

**February 2001-March 2004 Business Advisor Skillshare International, Lesotho**

Main duties performed:

Train small business owners on business management skills; help in Business skills development for small scale traders; Develop entrepreneurship studies curriculum at Lerotholi (Lesotho National polytechnic); teach students at Lerotholi polytechnic on entrepreneurship skills; Advise Skillshare International Lesotho office on financial management matters.

**January 1996- Jan 2001 Lecturer /Assistant Registrar Meru Technical training Institute (Now Meru Polytechnic)**

Main duties performed:

Prepare students for business management courses; oversee students admissions process and maintain students’ records; Preparation of training materials.

**May 1990- Dec 1995 Teacher Kaaga Boys High school -Teachers’ Service Commission of Kenya**

Main duties performed:

Taught at Kaaga Boys high school - Economics and Business Education subjects; prepared teaching materials and I was appointed Head of Business Education department in 1994.

**Skills**

Able to prioritise and organize busy workloads

Able to work effectively under pressure with good stamina

Proactive team player able to work on own initiative

Excellent communication and interpersonal skills

Superb people management skills

Problem solving and organizational skills

Leadership and strategic planning

IT skills including Quickbooks and Pastel accounting software

**Hobbies and Interests**

Computing

Playing chess

Socialising with friends