

## CURRICULUM VITAE

### JANET ATIENO CHUMBA

#### PERSONAL DETAILS

Sex	:	Female
Nationality	:	Kenyan
Date of Birth	:	22.7.1968
Marital status	:	Single
Contact Address	:	P.O. Box 103, Rongo
Telephone	:	Cell: 254-720-450-883
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#### SUMMARY OF QUALIFICATIONS

2013	:	Doctor of philosophy in Business Administration (ongoing)
2007	:	Master of Business Administration (Finance) Maseno University
2004	:	Bachelor of Business Administration (Accounting) Maseno University
2002	:	Certified Public Accountant CPA (K)
1989	:	Kenya Advance Certificate of Education: 2 Principals 1 Subsidiary
1987	:	Kenya Certificate of Education: Division 2.

#### MAJOR CAREER ACHIEVEMENTS

- Set up, designed financial procedures, trained staff and implemented internal controls ( Rongo University College)
- Developed internal control procedures and training of staff (Narok University College)
- Actively participated in the Development of Strategic Plan, Organization Structure and Job Descriptions for Southern Sudan Widows and Orphan Commission (SSWOC).(Food Link Resources Ltd)
- Efficient and effective Administration and Financial Management (Food link Resources Ltd)
- Developed and streamlined financial procedures for the processing of documents into the system. (Maseno University)
- Designed Internal Control procedures for auditing the monthly payroll (Maseno University)

- Successfully managed donor funds (RESTECH)
- Managed to Audit NACC funds to CBD,s and FBD,s in Nyanza Province and consequently trained personnel on proper record keeping and report writing for funding (Okwara & Associates)

## WORK EXPERIENCE

Private Practice

### Narok University College

**2010 To 2012: Part-Time Lecturer**

Courses Taught: Financial Institutions & Markets  
 Corporate Finance  
 Government Accounting  
 Audit and Assurance Services  
 Taxation I & II

### Okwara & Associates – 2003 to date: As a Consultant

#### DUTIES & KEY ACHIEVEMENTS

- Contracted by Delloitte and Touch and Audited Financial Management Agencies (FMA) on NACC Global Funds. (Okwara & Associates)
- Contracted by Kenya Tourism Board (KTB) and Carried Data Clean-up from 2003-2008
- Auditing CBD's and FBD's on NACC funds.

## EMPLOYMENT HISTORY

### Rongo University College

**February, 2013 to date: Ag. Finance Officer**

- Heading Finance department
- In charge of Accounts, supervising all staff
- Member of Rongo University College management Board
- Participates in preparation of policy documents
- Member of Academic Board
- Member of University Executive committees; Tender, Anti- corruption & integrity, Attends Council among others

## **Narok University College**

### **January, 2010 to January 2013: Deputy Chief Accountant**

- Deputizing the Chief Accountant
- In charge of Accounts, supervising all accounts sections and operations
- Participates in preparation of policy documents
- Preparation of budgets & budgetary controls
- Member of University committees; Procurement, Inspection & acceptance, Anti- corruption & integrity, marketing among others

## **Food link Resources Ltd**

### **July, 2007 to December 2009: Finance and Administration Manager**

- In charge of Finance, Procurement and Administration, supervising all staff and activities
- Continuously analyzing and advising the board on how to utilize financial resources efficiently to create value for customers and stakeholders
- Working closely with other departments in business analysis and strategy formulation to ensure all activities are geared toward value maximization

## **Maseno University**

### **February, 1992 to 2007: Ag. Accountant**

- Set-up financial systems and the implementation of procedures thereof to be followed for the Institution
- Ensured accuracy, completeness and timely processing of all the financial data in the books
- Ensured backups are done as scheduled
- Facilitated payments to service providers and sundry creditors
- Reconciliation of the accounts
- Cash Budgeting – Cash flow forecasting: Daily cash position analysis – Bank/Cash Reconciliations
- Credit Management and negotiating with major service providers (creditors)

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## **COMPUTER KNOWLEDGE AND OTHER TRAINING**

**End User Applications:** MS Word, MS Excel, Lotus, MS PowerPoint, Lotus Suit

**Financial Software's:** QuickBooks, Navision and Access

**Competence:** Good grasp of GAAPS, IFRS, IAS, and Statutory Provisions relating to tax  
And other deductions and Company's Act requirements

## DEVELOPMENT AND OPERATIONAL EFFECTIVENESS

- Ability to lead strategic planning, results-based management and reporting
- Ability to lead formulation and monitoring of management projects
- Solid knowledge in financial resources and human resources management, contract and asset Procurement, information and general administration

## MANAGEMENT AND LEADERSHIP

- Consistently approaches work with energy , a positive & constructive attitude
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Leads teams effectively and shows mentoring as well as conflict resolution skills

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## REFEREES

**Professional:** Mr. Jonah Wala  
Chief Accountant  
Narok University College  
P.O. Box 861  
Narok  
Cell: 254-0720-178-887

**Professional:** Stanley Shitote  
Deputy Principal (AFP)  
Rongo University College  
P. O .Box 103  
Rongo  
Cell: 0722-0729-840-852

**Professional:** Prof. Dominic Makawiti  
Vice Chancellor  
Maseno University  
Private Bag  
Maseno  
Cell: 254-0722-513-828

**Professional:** Mr. Benjamin Okwara (MBA) CPA (K)  
Okwara & Associates Financial Consultants  
P.O.Box 52834-00200  
Cell: 0724-814-581 or 0721-242-460  
E-mail: bokwara@yahoo.com