

CURRICULUM VITAE

PERSONAL PROFILE

Full Name: Sammy Simiyu Njalale
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Email: sammynjalale@gmail.com

PROFESSIONAL PROFILE

A passionate Finance and Banking expert (Business Management) graduate with excellent academic and professional experience who enjoys working in a business environment and has a keen eye for details, financial services, learning and customer relationships skills. Am eager to leverage my training skills and problem-solving skills to help financial institution meet its objectives. Seeking to grow in my career, my strengths lie in areas such as management of financial reports, banking sector and offering guidance in business organization.

EDUCATIONAL BACKGROUND

Diploma in Automotive Engineering (ongoing)
Kiminini Technical College

Bachelor of Business Management (Finance and Banking Option)-Second Class
University of Eldoret
Year of Graduation: Nov 2017
Excel with **2nd Class**

Kenya Certificate of Secondary Education (KCSE)-B+
Kibabii Boys High School
Year of Completion: 2011
Excel with **B+**

Kenya Certificate of Primary Education (KCPE)
Dreamland Primary School:2007
Excel with **391 marks**

SHORT COURSES

Professional Potential
Kenya Skills Empowerment (KESE)
Computer Packages
Dominion Training Institute

KEY SKILLS

- Team working skills
- Flexibility

- Analytical skills
- Communicate concisely
- Champion of change and innovation
- Integrity and discipline
- ICT Suite (Excel, Word, PowerPoint), ERP Systems.

PROFESSIONAL EXPERIENCE

Accounts and Sales Assistant

Gurugrupa Hardware, Bungoma

Start Date:2017 – End Date:2020

- Assisted in supplier selection and procurement documentation processing.
- Supported budget monitoring and supplier payments.
- Managed vendor databases and tracked supplier performance.
- Prepared purchase requisitions and maintained records.
- Ensured compliance with taxation policies and regulations.
- Banking services.

Intern – Finance and Revenue Department

Webuye Sub-County Offices, Webuye Revenue Office.

Start Date:2015 – End Date: 2015

- Issuing of Single Business Permits (SBP).
- Assisted in revenue collection in markets, parking and PSV taxing.
- Assisted in fee assessment licensing procedures, and monitoring of statutory payments.,
- Generated and maintained accurate databases for tracking fee collections and arrears.
- Front office operations, filing and customer service.

VOLUNTARY WORK

IEBC Polling Counting Clerk

Webuye East Sub- County

Start Date: 2017 and 2022 elections.

Polio vaccination Campaign

Webuye Sub-County Hospital

Start date: July 2019

REFEREES

1. CPA. Christine Muchika
Bungoma County Accountant
Tel: 0722 965 339
2. Mr. Ezekiel Maasai
Accounts Kiminini Technical
Tel: 0704 995 001