

# **CURRICULUM VITAE**

## **PERSONAL PROFILE**

**Full Name:** Sammy Simiyu Njalale  
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## **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