

CURRICULUM VITAE

PERSONAL DETAILS

Name: Kevin Olando Okelo

Date of Birth: 14th Sep 1994

National Identity Card: 32075634

Nationality: Kenyan

County of Residence: Migori County

KRA PIN: A012387432S

Gender: Male

Marital Status: Single

Religion: Christianity

Level of education: Diploma

Contacts: 0788514132/07166882380

EDUCATION BACKGROUND

- 2020 September – 2022 December** – The Cooperative University of Kenya- Diploma
- 2011 January -2017 December** - Kolwal Mixed Secondary School- KCSE
- 1999-2010-** Kanga Omuga Primary School- KCPE

WORK EXPERIENCE

1. Employer : Church of Christ the Healer Cathedral Parish – Homabay

Period : 1st November 2022 to date

Position : Administrative Secretary

Nature of

Employment: 3 Months Contract

Duties and responsibilities

Role 1: Clerical and administrative work

- Managing Church correspondences as guided by the office of the Dean and the PCC
- Completes clerical tasks including typing, filing, copying and documentation.

- Handling visitors, guiding them and addressing their needs, including reference to the relevant areas for their services
- Assists in planning Parish events.
- Develops, updates, and helps distribute church event calendar as guided by the Dean and/or the executive.
- Facilitates distribution of mail that is delivered to parish office to the recipients
- Production of weekly Church Bulletin- typing, editing/review, printing, and distributing the weekly church bulletin to the relevant channel.
- Maintains all church records, such as information regarding baptisms and marriages.
- Type and file minutes as guided by the Dean and/or executive committee
- Sends out church mailings as guided by the Dean and/or executive office.

Roles 2: Finance and resource Management

- Facilitates procurement and raising of relevant utility and church bills upon approvals from the executive and ensure clear accountability as required.
- With the guidance of the Parish treasurer, you will support to develop the financial report on monthly and quarterly basis.
- Ensures prudent use of all resources under your jurisdiction and as guided by the Dean.
- Under the guidance of the Parish Secretary, keeps the church asset register and update and share on quarterly basis
- Report and document detailed requests/bookings for use of church spaces/resources/ events/services to the secretary or executive for approvals and facilitate the process with clients upon approvals.
- Generate complete documented of requests, expenditure and accountability as guided by the procurement and finance guidelines.

Roles 3: Staff Supervision

- Ensure the Verger, Grounds man and any other staff assigned to undertake duties within your administrative responsibility deliver quality, timely and comprehensive services as assigned.
- Working with other staff, ensures the office and compound is kept clean and orderly.

2. Employer : Independent Electoral and Boundaries Commission

Period : 1st August 2022 to 9th August

Position : Clerk 1

Nature of

Employment: 1 Month Contract

Duties and responsibilities

- Inspects the voter's fingers for any sign of voting.
- Compares the image on the ID/Passport with the voter's
- Searches the voter in the KIEMS kit using any of the fingers
- Logs in once into the EVI application at the beginning of voting period
- If voter's details are displayed on the KIEMS screen, the clerk checks details against the voter ID document and the voter's facial appearance.
- If the detail is not correct, the clerk alerts the PO.

- If voter's details are displayed on the KIEMS screen, the clerk checks details against the voter ID document and the voters facial appearance, then confirms by tapping on Yes
- If the details are not displayed, the clerk restarts the identification process and tries different set of
 - If the details of the voter are not displayed after several attempts using
 - Clerk searches using alphanumeric (ID Number/Names) of the
 - If the voter details are displayed, clerk verifies the voter using different fingerprints once
 - If the voter is not verified, clerk verifies the voter using their Face
 - If the voter is still not verified, clerk notifies the PO to fill in the KIEMS supervisor validation form in the presence agents.
 - The PO takes the photo of the voter while holding the ID below the chin, then authenticates using the supervisor password
 - If the voter's details are missing or belong to another polling station the clerk notifies the PO.

3. Employer : Kenya Pipeline Company Retirement Benefits Scheme

Period : 16th February 2022 to 16th May 2022

Position : Attaché'

Nature of

Employment: 3 Months Internship

Skills Acquired.

- Bank Reconciliation
- Tax remittance – Withholding & PAYEE
- Pension Scheme and Benefits Administration.
- Record keeping and communication
- Benefit Determinations.
- Investments
- Various Accounting Functions such
- Knowledge on procurement and supply chain activities.
- Skills on Actuarial Evaluation

4. Employer : Kolwal Mixed Secondary School.

Period : 4th April 2019 – 6th November 2020

Position : School Secretary.

Nature of

Employment: Temporary

Duties and responsibilities

- Receiving and directing visitors and parents.
- Receiving payments of school fees on behalf of the school Principal.
- Issuing of payment receipts to students and suppliers of stationery.
- Receiving and signing of delivery notes from suppliers of stationery.
- Preparation of report forms for students.
- Preparation of requisitions of stationeries.

- Filing of school documents, receipts and delivery notes.
- Typing and editing and printing of exams, letters and other relevant office work.
- Preparation of school meal cards to students.
- General cleaning arrangement of the office.

Skills Acquired

- Problem-solving skills
- Flexibility
- Good administrative skills
- Familiarity with computers and software programs
- The ability to keep sensitive information confidential
- Good communication and interpersonal skills
- Good literacy skills
- Good organizational skills
- A sensitive and approachable nature
- The ability to work well as part of a team
- Willingness to use own initiative
- The ability to remain calm under pressure

5. Employer : Kolwal Mixed Secondary School.

Period : 12th July 2018- 3th April 2019

Position : School Asst. Lab Technician/BOM Teacher

Duties and Responsibilities

- Receiving deliveries and delivery notes from suppliers of chemicals.
- Preparing requisitions for chemicals.
- Arranging of the laboratory ready for practical.
- Preparation and storing of chemicals and apparatus.
- Demonstrating practical to students on behalf of the science teacher in charge.
- Ensures that the laboratory is kept tidy by organizing for cleaning.
- Teaching Chemistry in both forms..

6. Employer : Oruba Primary School.

Period : 1st March 2018- 11th July 2018

Position : P.T.A Teacher

Duties and responsibilities

- Teaching of allocated subjects.
- Preparation of merit list.
- Entry of report forms.
- Keeping of pupil's performance records.

- In charge of instilling discipline among the pupils by organizing guidance and counseling sessions.

7. Employer : Oruba Primary School.

Period : 1st January 2018 – 31st February 2018

Position : Mpesa Agent

Nature of

Employment: 1 Month Contract

Duties and Responsibilities

- Registration of M-PESA customers
- Compliance with Safaricom policies
- Compliance with Safaricom business practices
- Branding of their outlets as per provided guidelines
- Depositing cash into registered customers M-PESA accounts
- Processing cash withdrawals for registered M-PESA customers
- Processing cash withdrawals for non-registered M-PESA customers
- Customer education

8. Employer : Extratech One Solutions

Period : 1st December 2016 to 3rd January 2017

Position : Cyber Café Operator

Nature of

Employment: Voluntarily

Duties and responsibilities

- Type setting and editing of documents for clients.
- Printing of documents.
- Lamination and binding of documents.
- Providing online services e.g. KRA services.
- Taking of passports, normal photos and printing.
- Data entry in excel for merits of schools.
- Preparation of cards **e.g. Business cards**

Skills Acquired

- To handle pressure
- Creativity to handle online services such as KRA portals, HELB portal; E-citizen portals and other portals open to cyber operators.
- To use M-excel, M-word and Publisher
- Taking of passports

9. Employer : Oruba Primary

Period : 1st March 2015 31st September 2015
Position : E.C.D.E Teacher/Pre-Unit

Duties and responsibility

- Keeping of books and other writing material for the children.
- Preparing of results and report forms.
- Engaging them in games.
- Teaching.

Skills Acquired

- The knowledge and skills to handle the young once.

STRENGTH AND WEAKNESSES

1. Ability of team building
2. Self-motivated
3. Active in listening
4. Good in public communication.
5. Honesty.
6. Strong work ethic.
7. Customer service.
8. Creative oriented.

HOBBIES

1. Volunteer Work/Community Involvement.
2. Listening to music
3. Researching
4. Sports.
5. Traveling.
6. Swimming

REFEREES:

- 1. Pamela Nyakigo**
Principal
Koyango Mixed Secondary School
0700350652
- 2. Ibrahim Ochieng**
Finance and Investment Officer
Kenya Pipeline Company Retirement Benefits Scheme
0721106440
- 3. John Gachenga**
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