

# **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**

1. **2020 September – 2022 December** – The Cooperative University of Kenya- Diploma
2. **2011 January -2017 December** - Kolwal Mixed Secondary School- KCSE
3. **1999-2010-** Kanga Omuga Primary School- KCPE

## **WORK EXPERIENCE**

1. **Employer** : Church of Christ the Healer Cathedral Parish – Homabay  
**Period** : 1<sup>st</sup> 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 : 1<sup>st</sup> August 2022 to 9<sup>th</sup> 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 : 16<sup>th</sup> February 2022 to 16<sup>th</sup> 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 : 4<sup>th</sup> April 2019 – 6<sup>th</sup> 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 : 1<sup>st</sup> March 2018- 11<sup>th</sup> 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 : 1<sup>st</sup> January 2018 – 31<sup>st</sup> 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 : 1<sup>st</sup> December 2016 to 3<sup>rd</sup> 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 : 1<sup>st</sup> 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](tel:0700350652)**
2. **Ibrahim Ochieng**  
**Finance and Investment Officer**  
**Kenya Pipeline Company Retirement Benefits Scheme**  
**[0721106440](tel:0721106440)**
3. **John Gachenga**  
**Lecturer,**  
**The Cooperative University of Kenya**  
**[0702837896](tel:0702837896)**