

STEVEN OMONDI ONGOLA

Mombasa, Kenya

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PROFESSIONAL SUMMARY

Results-driven Bachelor of Commerce (Finance) graduate with experience in relationship management, financial data entry, accounting support, and office administration. I have the ability in client acquisition, stakeholder coordination, and customer engagement. Strong communication, leadership, and analytical skills with a solid foundation in finance, accounting, and organizational support.

CORE SKILLS

Client relationship management

Customer acquisition and retention

Financial data entry and record keeping

Basic accounting and financial analysis

Zoho Books accounting software

Office administration and documentation

Communication and interpersonal skills

Team leadership and coordination

Time management and organization

WORK EXPERIENCE

Relationship Officer – Cemes Limited, Migori

February 2024 – Present

Converted and onboarded new clients for company products and services.

Built and maintained strong client relationships to support business growth.

Acted as a liaison between clients and senior management.

Supported customer engagement, follow-ups, and issue resolution.

Intern – Kenya Green Building Society

January 2022 – May 2022

Entered financial and administrative data accurately into Zoho Books.

Assisted in preparation and processing of cheque payments.

Organized, filed, and maintained office and financial documents.

Supported accounting and administrative operations.

Assistant Teacher / Volunteer – Kolanya Primary School

January 2018 – August 2018

Taught Mathematics, Social Studies, and English.

Coordinated student-teacher activities and classroom management.

Provided peer counselling, mentorship, and guidance.

Coached volleyball and athletics teams to competitive levels.

EDUCATION

Bachelor of Commerce (Finance)

Technical University of Mombasa | 2018 – 2025

Kenya Certificate of Secondary Education (KCSE)

Ageng’a Secondary School | 2013 – 2017

Kenya Certificate of Primary Education (KCPE)

Kolanya Primary School | 2003 – 2012

LEADERSHIP & ACHIEVEMENTS

Party Leader – Technical University of Mombasa (2020)

TCS Chairman – St. Paul’s Ageng’a Secondary School

School President – Authentic Academy Secondary School

Dormitory Captain – Authentic Academy Secondary School

School Captain – Osani Hills Academy

Games Captain – Osani Hills Academy

Volleyball participation up to national level

Competitive athletics participant

ADDITIONAL INTERESTS

Youth mentorship and empowerment

Research and continuous learning

Networking and professional development

Travel and cultural exploration

REFERENCES

Dr. Charles Kamau

Chairman, Department of Accounting & Finance

Technical University of Mombasa

Mombasa, Kenya

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Kenneth Makhanu

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Mr. George Mbeda Onyango

Director

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