

CURRICULUM VITAE

Waswa Oscar

P. O Box 476-50100, Kakamega, Kenya

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Born: 29th April, 1973

Objective:

A highly dynamic, talented and professional administrator with more than nine years experience. Seeking an opportunity to work in a key responsibility position to utilize my skills and knowledge in a renowned organization.

Summary of qualifications

- Providing overall administrative & logistics support through effective coordination, planning & monitoring of campus activities.
- Performing facilities management and general office duties like ordering supplies and maintaining records of management systems.
- Solving a number of administrative problems and queries.
- Serve as a liaison in operational issues and resolving day-to-day tasks.
- Responsible for monitoring & supervising monthly and weekly cost analysis to ensure adherence to the campus budget.

EMPLOYER

Masinde Muliro University of Science and Technology (MMUST)

INDUSTRY

Education, Research and training

POSITION: Accounts Assistant (2003 – 2005)

- Maintain petty cash book, submit monthly reports regarding the expenses and cashbook balances.
- Very invoices, ensure cheque and cash payments, prepare & send notices to debtors for remittance of bills, assist in designing and implementing budget control measures and report about its effectiveness, preparation of Bank reconciliation statements, journal

vouchers, monthly trial balances, and monthly management account schedules for final audit, making reports to the accountant as and when required.

POSITION: Pensions Officer (2006 – 2009)

- Day to day running of the staff retirement benefits scheme, arranging for meetings, preparing financial statements for staff and computing benefits, liaising with both the service providers and the custodian of the scheme, any other duty assigned by the Board of Trustees.

POSITION: Senior Administrative assistant – Bungoma campus (2009 – June 2013)

- Administrative support and information flow: In charge of receiving and dispatching correspondence (including letters, email & telephone calls).
- Communication and correspondence support: Receive, review correspondence, provide relevant information and routine responses.
- Planning : Coordinate the Campus's calendar of events with the relevant offices both internal and external (Annual planning, ad hoc planning of activities and university work plan)
- Organizing: Managing the execution of events including meetings, workshops and other work related gatherings.
- Reporting: In charge of processing and distribution of a variety of reports including minutes of various meetings, student and campus monthly, quarterly and annual reports.
- Information management: Develop and maintain relevant databases and filing systems for optimal management of information and contacts.
- Responsible for custodian of all campus assets and maintain an updated inventory at all times.

POSITION: Senior Administrative assistant – Main campus (July 2013 to date)

- Communication and correspondence support: Receive, review correspondence, and provide relevant information and routine responses in regard to transcripts.
- Organizing: Managing the execution of events including meetings, workshops and other work related gatherings.
- Handling transcript related issues (proofreading and issuance)
- Overseeing printing of examination cards, signing and dispatch to respective faculties.

- Handling students' matters with regard to results (supplementary, repeat courses and discontinuations)
- Coordinating external examining session.

Achievements:

- Sound system for internal assurances and controls for the department.
- Clearly informed and serviced clients and staff.
- Compliance with university rules, operational policies, procedures and regulatory requirements.
- Efficient and effective unit operations.

Professional strengths

- Possess profound knowledge of administrative principles and procedures
- Possess excellent written and verbal communication skills.
- In-depth knowledge of internal structuring and working of the university.
- Enthusiastic, good motivator and ability to interact with the youth.
- Possess good management and organization skills.
- Detail-oriented and possesses ability to handle multiple tasks effectively.
- Ability to prepare, compose and assemble confidential information.

Education and professional training:

2009-To date : M.Ed (Educational Planning Management)-On going at **MMUST**
 2001 – 2002 : Certified Public Accountant – Part One (**Vision Institute of Professionals**)
 1993 – 1998 : Bachelor of Education Arts Honors Degree (**Moi University**)
 1987 – 1991 : Kenya Certificate of Secondary Education (**Musingu High School**)
 1979 – 1986 : Kenya Certificate of Primary Education (**Mukumu Primary School**)

Hobbies:

- Enjoy Reading
- Aerobics
- Listening to Gospel Music

Membership:

- Full member of Kenya Institute of Management (No. 25120)

Referees:

1. Mr. Erick Khamala
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