

Curriculum Vitae

**George Omae Ogari,
P o B o x 6006 – 00100
Nairobi**

CURRICULUM VITAE

PERSONAL DETAILS

NAME : GEORGE OMAE OGARI
CURRENT ADDRESS : P O BOX 6006-00100
NAIROBI, KENYA
DATE OF BIRTH : 1964
MARITAL STATUS : MARRIED
TELEPHONE CONTACT : 020-2244680/2731862/2731861
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EDUCATIONAL BACKGROUND

UNIVERSITY EDUCATION

PhD (Strategic Management) – UON, Ongoing

MBA (STRATEGIC MANAGEMENT), UON-2005

**B-Com (Accounting Option) Panjab University, Chandigarh,
Second Class Honors – (Upper Division)-1988**

MEMBERSHIP TO PROFESSIONAL BODIES

- MKIM (Member, Kenya Institute of Management)

PROFESSIONAL QUALIFICATIONS

- CPA II – Section III
- Computer Literacy
 - Operating Systems – MS- Window MS 3.1, Windows 95, MS-Dos

- Word- processing and Spreadsheets – Ms Office 97(Word, Excel) Dbase IV, Wp51, Lotus 1-2-3
- Pastel accounting
- Sage Accpac ERP
- Navision ERP
- Student Management Information System (SMIS)

Other Courses Attended

2004

- “Managing Internal Audit Function Programme” organized by ESAMI in Mbabane, Swaziland between 15th November to 15th December 2004.

2006

- Sage Accpac ERP, Financial & Operations Management Systems Training organized by Sabis Consulting in Plymouth, UK between 27th November to 8th December, 2006.

2014

- “Executive Management Seminar” organized by Institute of Certified Public Accountants of Kenya(ICPAK) in Cape Town, South Africa between 25th - 30th November,2014

WORKING EXPERIENCE

March, 2015 to Date

Head, Revenue

Centre for Self Sponsored Students Programmes (CESSP)

University of Nairobi

Duties

- Deputizes for the Finance Manager
- Overseeing Revenue Collections for CESSP

- Work with the Senior Accountants and the Finance Manager to ensure continuous streamlining of operations to increase efficiency, productivity and customer care
- Overseeing the company's Financial Accounting, Monitoring and Reporting Processes
- Facilitating development of effective cost reduction strategies for adoption by the Company
- Facilitating development of internal controls and checks within the company.
- Manage Performance Contracting function for the Finance Department.
- Overseeing the Preparation of Annual Financial Statements and Management Accounts/Reports
- Performing any other duties assigned by the Management.

November, 2011 to February, 2015

Head, Academic Revenue/ Deputy Finance Manager

UNES Ltd

Duties

- Deputizes for the Finance Manager
- Work with the Senior Accountants and the Finance Manager to ensure continuous streamlining of operations to increase efficiency, productivity and customer care
- Overseeing the company's Financial Accounting, Monitoring and Reporting Processes
- Facilitating development of effective cost reduction strategies for adoption by the Company
- Facilitating development of internal controls and checks within the company.
- Manage Performance Contracting function for the Finance Department.
- Overseeing the Preparation of Annual Financial Statements and Management Accounts/Reports
- Performing any other duties assigned by the Management.

January 2007 to October, 2011

**Lead, Academic Revenue/ Senior Accountant
UNES Ltd**

Duties

- Ensuring reporting system is used to provide all stakeholders with timely financial reports
- Preparing strategic and annual financial plans and budgets.
- Co-ordination of collection and banking of Revenue/fees from various units/faculties.
- Participating in the formulation and implementing appropriate financial policies and procedures.
- Preparing accounting reports and statements relevant for decision-making.
- Supervising the staff in the finance Department.
- Developing appropriate internal control systems.
- Ensuring preparation of quarterly and annual statutory accounts.
- Managing annual performance appraisal of Academic Revenue Staff.
- Coordination of Finance Leads
- Performing any other duties assigned by the Deputy Managing Director and Managing Director

July 1998 – December 2006

**Accountant:
UON Enterprises and Service (UNES) Ltd**

Duties

- Co-ordination of collection and banking of Revenue/fees from various units/faculties.
- Co-ordination/processing the opening of bank accounts for UNES Units/faculties.
- Co-ordinating the investments of surplus funds.
- Procurement of Equipment/Goods.
- Processing and verifying service providers claims, suppliers and the bills
- Preparing both monthly and end year financial reports.
- Co-ordinating the filling and safe guarding of accountable documents
- Ensuring that accounting records are properly coded and posted.
- Co-coordinating the placement of advertisements in the local newspapers
- Providing support services in seminars and workshops,

May 1997 – June 1998

Senior Accountant II

UNES Ltd

- Responsible for establishing and managing initial UNES accounting system.
- Procurement of Equipment, goods and services.
- Processing supplies/Service providers' payments.
- Setting up internal controls
- Preparing financial management reports.
- Preparing bank reconciliation statements.
- Maintaining accounting records
- Supervising the filling of accountable record

Jan 1995 – May 1997

Senior Accountant II

DVC (A&F) Office, University of Nairobi

Duties

- Financial aide to Deputy Vice-Chancellor (Administration and Finance).
- Co-ordinating the procurement of computers and equipment.

- Liasing with College Bursars and Finance Departments on submission of financial reports.

Nov 1991 to Dec 1994

Accountant:

Expenditure Section – Finance Department, University of Nairobi

Duties:

- Assisting the Senior Accountant II, Expenditure Section in general administration of the section, specifically in charge of the supervision the expenditure of staff ensuring that the following duties were carried out,
 - Processing suppliers and staff payments.
 - Writing and maintaining cash book and other relevant ledgers.
 - Reconciliation of expenditure ledgers.
 - Payment of salaries and wages
 - Filling and safeguarding of payment vouchers and other accountable documents.
 - Issuing, surrender and renewal of NHIF cards.
 - Processing of foreign exchange transactions and payments.
 - Reconciliation and accrual of outstanding payments at financial year-ends.¹

May 1989 to October 1991

Assistant Accountant:

Expenditure Section- University of Nairobi

Duties:

- Verifying payments and ensuring that all entries are correctly coded
 - Processing foreign exchange transactions.
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- Supervising clerical staff.
- Checking and approving petty cash recoupment.
- Processing rent payments.
- Insurances of advances/impressts and verifying accounting documents/receipts.

Jan 1989 to May 1989

Accountant II:

Tana River District Treasury

Duties

- Co-ordinating revenue collection in the district.
- Verifying suppliers/staff payments.
- Preparing accounting information and financial statements
- Supervision of clerical staff
- In charge of district vault
- Revenue collection returns to the office of the president; Treasury and Ministries Headquarters.

REFEREES

Mr. John K. Kenduiwo
Managing Director
UNES Ltd
P. O. Box 68241-00200
NAIROBI

Mr. Patrick Agutu
Chief Internal Auditor
University of Nairobi
P.O Box 30197-00100
NAIROBI

Signed ----- Date-----