

CURRIULUM VITAE

PERSONAL DETAILS

NAME	JOSEPH KURIA GACHUNA
AGE	42 YEARS
MARITAL STATUS	MARRIED
NATIONALITY	KENYAN
RELIGION	CHRISTIAN
ADDRESS	P.O. BOX 40505 NAIROBI
E-mail	joseph.gachuna@uonbi.ac.ke
CELLPHONE	0722647295
PLACE OF ORIGIN	KANGEMA ,MURANG'A COUNTY.

EDUCATION BACKGROUND

1986-1989	Rwathia Secondary School Kenya Certificate of Secondary Education(KCSE)
1977-1985	Kiawambogo Primary School Kenya Certificate of Primary Education(KCPE)

PROFESSIONAL QUALIFICATIONS

Kenya Accountants and Secretaries National Examinations Board (KASNEB)

CPA part 1
KATC final

University of Nairobi

Diploma in Business Management

OTHER TRAINING

Training in computer Packages in MsWindows,Ms Dos,Ms Word,Excel SMIS

WORKING EXPRIENCE

March 2002 -todate	Joined UNES LTD as a student Cashier.
February 2005	Promoted as an Accounts Assistant Grade AB
November 1998-2002	Worked in Bursar office College of Humanities and Social Sciences University of Nairobi as an accounts Clerk Grade 1V.

June 1995

Joined University of Nairobi in Deans office as Clerk Grade 1V

CURRENT DUTIES

- Receiving tuition fees and other charges from self sponsored students including centers outside Campus like Mombasa, Kisumu, Nakuru and others.
- Banking bankers cheques in the respective University bank accounts.
- Issuance of statements to guardians and parents
- Preparations of daily collection report and forwarding it to Vice Chancellor's and Deputy Vice Chancellor's A&F offices
- Attends to students and clients enquiries and direct them to the appropriate office for action.
- Collects application fees and issue application forms.
- Recording and receipting of incoming institutional cheques including bursaries, CDF ,check off and others.
- Collection of cash at Income generating units (IGU).
- Issuance of invoices to students, sponsors and guardians.
- Any other duties assigned by the supervisor.

Hobbies

Listening gospel music

Watching soccer.

Travelling.

REFEREES

Mr Charles Ndirangu

Internal Auditor

CEES

University of Nairobi

Cell : +254 727 094 493

Mr Mathew Nyamu

Assistant Registrar

CIPL

UoN

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