

CURRICULUM VITAE

PERSONAL DATA

NAME **AWINDA OMONDI MARVIN**
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CAREER OBJECTIVE

To utilize my abilities and developed skills in commerce and management operations, to be of great value and offer professional growth in any organization I work for through hard work, dedication and the ability to acquire new skills.

EDUCATIONAL BACKGROUND

2008-April 2012 **Strathmore University**

Bachelor of Commerce (Finance and Management Science)

2004-2007 **St Joseph's High School Rapogi**

Kenya Certificate of Secondary Education

1996-2003 **Kondele Primary School**

Kenya Certificate of Primary Education

WORK EXPERIENCE

Sept, 2013 to Date **DIAMOND TRUST BANK, HEAD OFFICE**
Centralized Deposits Unit Responsibilities

- Receiving and processing fixed deposits instructions for branches.
- Requesting for 15 day roll over rates from GM's/Biz Heads and advising various branches before rollover dates.
- Working closely with related departments such as compliance to ensure reports are given on time.
- Ensuring all due diligence is followed before processing instructions scanned by branches.
- Processing FTIN,FTCQ,RTGS,INTT on the core banking systems.
- Training of other staff in the GMT programme.

May 2013 to Sept 2013
Administration Department

FINA BANK, HEAD OFFICE
Responsibilities

- Acquisition processing of documents.
- Reviewing of Returned Mails as well as updating the returned Statement registers as they come on a daily basis
- Identification and Appraisal of Document in Head Office,
- Issuing stationeries and maintaining their registers.

September 2012 to May 2013
Account Maintenance &Credit Operations:

NIC-BANK, HEAD OFFICE
Responsibilities

- Updating customer collaterals (tittle deed and logbooks) in the core banking system.
- Creation of online Banking mandates in the core banking system.
- Capturing customer loan limits in the core banking system.
- Account Opening, amendments and resets.
- Mobile and Online banking initial set-up, amendments and resets.
- Cheque books ordering and dispatch to other branches.

April-June 2011
Internship

NIC-BANK, CITY CENTER BRANCH
Responsibilities

- Assisted in the preparation of monthly bank reconciliations.
- Maintaining mail registers and stationery issuance.
- Preparation of petty cash vouchers and their subsequent payments.
- Preparation of VAT and PAYE schedule.
- Receiving and recording cheque books, pins and cards from head office.

COMMUNITY OUTREACH PROGRAM

April-June 2009:
Position :

Thomas Barnando's Children's Home
Social Work field practicum.

Responsibilities:

Sensitization on Social development and environmental issues.

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Participate in various projects where procedural input is required.

PERSONAL ATTRIBUTES

- Open and honest
- Self-driven (work with remote supervision).
- Prepared well to work under pressure and separately.
- Pc skills with emphasis on Ms Excel, Ms. Access and Ms. Word.

EXTRA-CURRICULA ACTIVITIES:

- Represented my school at provincial musical festival.
- Was a member of Strathmore Human Resource Club and Business Club
- Regular participant in Community work - Strathmore Community outreach programme.

HOBBIES AND INTERESTS

- Listening to cool music
- Networking.
- Swimming

REFEREES

To be availed upon request.