

Teclah Tuwei

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Personal Profile

A skilled and highly motivated professional with over 6 years of experience. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I enjoy working in a busy environment and relish the challenge of managing a diverse workload. Able to work in managerial and financial roles or as part of team and having the proven ability to successfully work to tight schedules and deadlines. Always engaged in continuous learning in order to broaden my knowledge and experience.

Education

Sept 2009 - Oct 2011	Master of Business Administration, Financial Management Option Catholic University of Eastern of Africa
Oct 2004 - Dec 2008	Bachelor of Business Management Attained: Upper 2nd class Honors (Upper Division) Masinde Muliro University of Science and Technology
Feb 1999 - Nov 2002	Kenya Certificate of Secondary Education Attained: Grade B+ (Plus) Loreto Girls High School -Matunda

Skills

- **Planning and Organizing:** Ability to identify and prioritize activities and assignments, make necessary adjustments as required; foresee risks and allow for contingencies when planning.
- **Communication Skills:** Excellent communicator who effectively conveys information both verbally and in writing. I am also a keen listener and gives prompt feedback.
- **Analytical Skills:** Recognizes areas of weaknesses requiring improvements and makes recommendations for consideration, approval and implementation.
- **Time Management:** Ability to prioritize work and manage time effectively.

- **Flexibility and Adaptability:** I am a flexible team player who thrives in environments that require ability to effectively prioritize and juggle multiple concurrent tasks. I am

April 2020 to Date Bomet University College

Position: Administrative Assistant **Responsibilities:** A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision-making.

- **Personal qualities:** Ability to wear many hats in a fast-paced environment; I am a person who upholds integrity, credibility, and dedication.
- **Leadership:** Promoted ability to lead and disseminate information to a team to deliver a culture that supports organizational objectives.
- **Academic record:** Contributed to the strategic objectives of the organization and meet targets.
- **Time management:** Managing School Board and School Departmental meetings and boards; Coordinating general office services within the School.
- **Teamwork:** Possess strong commitment to team environment dynamics with the ability to contribute expertise and follow any directives at appropriate times.

Work Experience

May 2015 to 2017

University of

Dec 2011 - May 2012 The Co-operative Bank of Kenya

Position: Graduate Clerk

Responsibilities:

- Entering clients' information.
- Coordinating inventory control functions of the Bank's archives including receiving, retrieving, tracking, and disposing of old records in line with the bank's retention policy.
- Maintains computerized and paper records, and generates inventory with recommendations.
- Assist in retrieval of old documents, Cheques, POs, Requisitions, Contracts and Tenders as may be required from time to time.

May 2008 - Sept 2009 African International College,

Position: Finance Officer

Responsibilities:

- Budgeting and undertaking internal audits.
- Training staff on importance of budgeting.
- Compilation of budgets, cash-flow forecast and financial.
- Management reports on monthly and ad hoc basis.
- Preparation of statutory annual reports.
- Maintaining contact with bankers, investment managers, pension advisors and auditors.

- Liaising with auditors and company executives and answering queries on financial based matters.
- Proposing and discussing changes and improvements to the company's current accounting setup.

Other Positions Held

- **May 2014 to 2017:** Part Time Lecturer at University of Eldoret
- **May 2012 to 2016:** Part Time Lecturer at Mt Kenya University
- **May 2014 - May 2015:** Part Time Lecturer at Kisii University
- **Sept 2012 - Aug 2013:** Part-Time Lecturer at Jomo Kenyatta University of Agriculture and Technology
- **Sept 2012 - May 2013:** Part Time Lecturer at Masinde Muliro University
- **June 2010 - July, 2011:** Research Assistant at Tetra-Link Taylor and company Associates
- **May 2006 - Sept 2007:** Attaché at Agricultural Finance Corporation and Sedco Consultants

Additional Information

Publications

- Effects of credit default on performance banks

Positions of Responsibilities

- Treasurer at Africa international College - AICO
- Coordinator, Children class in the Adventist Association - Masinde Muliro University of science and technology;
- April 2008: Commissioner, students Electoral Commission
- 2004 - 2008: Served in different Leadership Capacities in the Adventist Church of Masinde Muliro University
- 2005 - 2006: Auditor Business Students Association (BSA)
- 2004 - 2005: Rotaract Club; Secretary International Affairs Committee

Hobbies and Interests

- Reading, Community Work, Singing and Listening to Gospel music

Referees

1. Dr. Isaac Naibei
H.O.D (Accounting & Finance)
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2. Ms Penina Langat
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