

## **CURRICULUM VITAE**

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Nationality: Kenyan

Gender: Male

Id number: 38773037

Marital status: single

Race: Kisii

Date of birth: 4<sup>th</sup> April, 2001

### **CAREER OBJECTIVES**

To serve in a challenging and professionally satisfactory area with view of making informed decisions for institutional development and career progress. Will also engage in value addition to the organization by ensuring things are running smoothly and more effective than before, the aftermath of it will be the reputation of the institution will be conspicuous compared to its competitors.

### **PERSONAL ATTRIBUTES**

- ✓ Self- starter, team player and motivated to work.
- ✓ Good time management skills
- ✓ Quick learner and always ready to learn new skills.
- ✓ Dependable and have sense of responsibility.
- ✓ Able to play key roles to ensure that quality solutions meet business objectives.
- ✓ Meeting deadlines and having the ability to organize and present complex solutions clearly and accurately.

### **EDUCATION BACKGROUND**

Bachelor of commerce (accounting option), Taita Taveta University, September 2017- February 2022.

Kenya Certificate of Secondary Education (KCSE), Gakero ELCK High School; Attained a mean grade of C+ of 52 points in aggregate, from the year 2013 to 2016.

Kenya Certificate of Primary Education (KCPE), Kiorori Primary School; Attained 292 marks out of 500, from the year 2005 to 2012.

### **Other courses attended.**

Certified Public Accountant (CPA):part one certificate, KASNEB, 2020-present.

Computer package certificate with reference number JC/KIT/0190/2017, at Jubilee college in Kitui county, well performed in the year 2017. The following was examined: introduction to computer, MS windows, MS excel, MS access, MS word, MS publisher Email and internet and lastly power point.

## **WORK EXPERIENCE**

2018-2022; Worked as businessman while in school operating the entire business on my own. The business basically was a small cybercafé, which exposed me to several unexplainable skills and expertise dealing with computers and printers as well as utilizing my career theoretical skills in a practical manner which has grounded me to whom I am today.

February 2021- April 2021; Attended an industrial attachment at Njeru Industries limited and I was attached in the department of finance, accounting, procurement and human resource office. The following are the skills acquired:

### **1. Record keeping**

- Capturing customers information with their business codes from printed single business permits in a record book.
- Filling of documents e.g billing receipts
- Calculations and recording daily transactions from posted bank slips.
- Updating of plot numbers of various growers and ensuring their complains are addressed.

### **2. Field work**

- Registration and change of accounts of growers of the company
- Business inspection which aimed at ensuring that the information in the company systems matches with the field information of the growers.
- Inspection of the master payroll.
- Fleet management of all the vehicles of the company.
- Ensuring that all drivers and their turn boys are present on their daily duties when called up unless for official duties.

### **3. Computer operations**

- Njeru industries limited had acquired a more efficient and safe way to inspect and control the workers and other activities of the firm. The firm uses Amity software system to carry out all the company activities.

### **4. Office operations**

- Receiving of farmer forms from different regions
- Issuing out grower codes which identifies the different growers after registration.
- Receipts issue to employees and growers.

## **Hobbies and skills**

- To learn and explore
- Teaching and putting to practice new skills learnt
- Travelling and hiking
- Motivating and instilling new ideas and knowledge

- Doing small businesses
- Listening music and watching movies
- Making friends

### **Skills and core competencies**

- Proficiency in Microsoft office packages
- Excellent negotiation, presentation and public speaking, communication skills, good interpersonal and organizational relations, high ethical and integrity standards, team leadership and coordination skills.
- Financial management skills, strong research techniques, analytical skills, administrative and report writing skills.
- Effective monitoring and evaluation, quality assurance and data management skills.
- Resource mobilization, environmental, health and safety management, planning and budgeting.

### **INTERESTS**

Doing exercises, listening to music, regular volunteer to local works e.g cleaning and maintaining the environment sound and conducive place to live.

### **REFEREES**

1. Dr. Patrick Kimaku, PhD holder.

My Lecturer, Taita Taveta University,

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2. Nahason Juma Nyandoro  
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