

Profile

Michael is the current Office Assistant since 2003. He is in charge of developing monthly expenditure statement and bank reconciliation, maintaining filing systems and library maintenance, collection and delivery of mails. He also responsible for the event organization and logistics arrangement at centre.

Experience and Skills

Text book world Stationery, Kisumu , Kenya 2000-2002

He was responsible for the management of store and stock taking of books, distribution of stationery across the various parts of the country.

Selected Projects

She has been involved in organizing logistical arrangements for project related events which include among others;

- Economic partnerships agreements (EPA) project
- Linkages between trade, development and poverty reduction (TDP)
- Building an inclusive East African community (BIEAC) project
- Fostering equity, accountability and transparency in the trading system (FEATS) project
- Competition in the energy sector in Kenya.

Michael Otieno Wauda



Position

Office Assistant

Year of birth:

1979

Nationality:

Kenyan

Languages:

English – Fluent

Kiswahili- Fluent

Dholuo – Mother tongue

Qualifications

- Diploma in Business Administration from Kenya Institute of Professional Studies
- Certificate in computer applications packages
- Accounting Packages i.e., Quick Books
- Government Grade Test in driving
- Commercial and Economic Diplomacy training

Key Skills

Administrative Management

Records Management

Bookkeeping