

## CURRICULUM VITAE

### COLLETA ADHIAMBO OTHINA

Box, 1259-40400 Suna –Migori. Email: [adhiambo.colleta@yahoo.com](mailto:adhiambo.colleta@yahoo.com); Cell phone: +254-702-274-250

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| <b>Date of Birth:</b>                         | 10/12/1991 |
| <b>Country of Citizenship &amp; Residence</b> | Kenyan     |
| <b>Gender</b>                                 | Female     |
| <b>ID Number</b>                              | 28970053   |

### **Education**

| <b>YEAR</b>  | <b>INSTITUTION</b>      | <b>AWARD</b>                                      | <b>GRADE</b>                   |
|--------------|-------------------------|---|--------------------------------|
| 2018 to date | Nairobi University      | Masters in Business Administration (MBA, Finance) |                                |
| 2011 -2015   | Maseno University       | BBA with IT (Finance Option)                      | Sec. Class Hon- Upper Division |
| 2010-2010    | KIM                     | ICT Certificate                                   |                                |
| 2006-2009    | Thurdibuoro High School | KCSE Certificate                                  | C+                             |
| 1998-2005    | Faith Baptist Academy   | KCPE Certificate                                  | B+                             |

### **Work Experience**

| <b>Period</b>     | <b>Employer and Title</b>                        | <b>Summary of activities performed relevant to the Assignment</b>  |
|-------------------|--|--|
| June 2021 to date | Monitoring and Evaluation Officer at Rieko Kenya | <p>Key Duties</p> <ul style="list-style-type: none"><li>• Assist in the development and/or finalization of the project Work Plan and keep it updated in accordance with project activities and timeframes as relevant.</li><li>• With collaborating partners, review their existing approaches and management information systems and agree on any required changes, support and resources.</li><li>• Collect data on a regular basis to measure achievement against the performance indicators.</li><li>• Check data quality with partners.</li><li>• Maintain and administer the M&amp;E database; analyse and aggregate findings.</li></ul> |

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|                                |   | <ul style="list-style-type: none"> <li>• Support project progress reporting, project mid-term review and final evaluation.</li> <li>• Identify areas where technical support to project partners is required. Organize refresher training on M&amp;E for partners and project team as required.</li> <li>• Produce reports on M&amp;E findings and prepare presentations based on M&amp;E data as required.</li> </ul>   |
| 2019 September to June 2021    | Relationship Officer- Personal Banking at Equity Bank Kenya | <p><b>Key Duties</b></p> <ul style="list-style-type: none"> <li>• Reviewing loan requests</li> <li>• Assessing clients' financial status</li> <li>• Evaluating creditworthiness and risks</li> <li>• Providing financial literacy to customers</li> <li>• Process Loan Applications</li> <li>• Relationship management</li> <li>• Conduct Customer Outreach and Support</li> </ul>   |
| January 2016 to September 2019 | Financial Trainer at Rieko Kenya                            | <p>Rieko Kenya is a not-for-profit organization established to alleviate poverty and amplify the voices of the poor and vulnerable communities in Kenya. The organization works in three thematic focus areas namely: - Education, Health and Governance.</p> <p><b>Key duties</b></p> <ul style="list-style-type: none"> <li>• Financial training needs identification for community-based organizations</li> <li>• Preparing customized financial training modules and materials</li> <li>• Organize financial trainings workshops and seminars for community-based groups and business community</li> <li>• Offer collaborative training and facilitation on financial and business management for saving and internal lending communities (SILC)</li> <li>• Support continues mentorship to community and business groups</li> <li>• Provide financial literacy trainings to different community groups<br/>Collecting, providing and interpreting financial information</li> <li>• Formulating strategic and long-term organization plans</li> <li>• Conduct evaluation on the trainings for future improvements</li> <li>• Document and prepare detailed training reports</li> <li>• Preparing specific donor financial reports</li> </ul> |

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| Feb.to<br>April,2015 | <b>Account Assistant- Industrial Attachment at Kenya Institute of Curriculum Development (KICD)</b> | <p>Kenya Institute of Curriculum Development (KICD) is an institute established to: - conduct research and develop curricular for all levels of education; Develops print and electronic curriculum support materials; Initiate and conduct curriculum-based research; and organize in-service &amp; orientation program for curriculum implementers.</p> <p><b>Key Duties</b></p> <ul style="list-style-type: none"> <li>• Preparation of Payment Vouchers</li> <li>• Maintenance of Books of accounts</li> <li>• Preparation and Reconciliation of debtors and creditors ledgers</li> <li>• Preparation of Bank Reconciliation</li> <li>• Comparison of the Expenditure against Budget Allocations</li> </ul> |
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**REFEREES:**

Dancun Sino  
Branch Manager  
Equity Bank Kenya  
Cell: - +254 729 864 061  
[Duncan.sino@equitybank.co.ke](mailto:Duncan.sino@equitybank.co.ke)

Edward Kabaka Ochenge  
Director Rieko Kenya  
Tell: +254 729 864 061  
[Kabakaedward@yahoo.com](mailto:Kabakaedward@yahoo.com)