

CURRICULUM VITAE

Vincent Shiundu Mutswenje (PhD),
P.O. Box 43844- 00200 Nairobi, Kenya.
Email mutswenje.vincent@ku.ac.ke

PERSONAL STATEMENT

Proactive and results-driven Finance specialist, Data Analyst, Statistician, and a Researcher with over 8 years of practice and as a consultant. I am well-versed with management of different projects and in discussing requirements with clients, liaising between executives and clients, developing surveys, preparing reports, drafting budgets, management of finances and logistics, making data recommendations based on research findings. I possess excellent accounting and finance skills, research skills, communication and negotiation skills, computer literacy and attention to detail. Proven record of providing effective consultancy services that will contribute to client market and research objectives and providing them with the knowledge to serve their decision-making objective needs. Deep insight into establishing the coordination of basic and moderately complex project activities, aimed at ensuring quality and timeliness. Strong leadership experience with a record of accomplishing hosts of results to client satisfaction.

WORK EXPERIENCE

2017 –Date Lecturer, [Kenyatta University](#).

Specific Roles

- ✓ *Teaching both undergraduate and postgraduate students*
- ✓ *Supervising students' projects and theses in the area of Accounting and Finance*
- ✓ *Examination administration*
- ✓ *Reviewing curriculum of Accounting and Finance units,*
- ✓ *Soliciting for research grants for the University by writing grant proposals.*

2013 –2017 Assistant Lecturer, [Kenyatta University](#).

Specific Roles

- ✓ *Teaching both undergraduate and postgraduate students*
- ✓ *Supervising students' projects and theses in the area of Accounting and Finance*
- ✓ *Soliciting for research grants for the University by writing grant proposals.*

2010 - 2012 Full time Assistant Lecturer, [Marist International University College](#).

Specific Roles

- ✓ *Supervising students' projects*
- ✓ *Setting of exams*
- ✓ *Administering examinations*
- ✓ *Teaching and marking of scripts.*

2009 - 2010. Pan Africa Christian University.

Specific Roles:

- ✓ *Supervising students' projects*
- ✓ *Setting of exams*
- ✓ *Administering examinations*
- ✓ *Teaching and marking of scripts.*

2007 - 2008. Accountant, Nemuma Pharmaceuticals Limited.

Specific Roles:

- ✓ *Preparation of financial statements of the firm,*
- ✓ *Processing of salaries and complying to statutory deductions*
- ✓ *Making daily payments of the approved transactions*
- ✓ *Oversee submission of corporate tax returns of the firm,*
- ✓ *Preparation of cash and bank reconciliations*
- ✓ *Processing of payments and reconciling to general ledger reports.*
- ✓ *Maintaining of Fixed Asset register of the organization.*

CONSULTANCY WORK UNDERTAKEN

2016–Date: RESEARCH AND DATA CONSULTANT

Specific Roles;

Research and Project Management

- ✓ Project budgeting, finances and field logistics.
- ✓ Key liaison person between organizations, partners and stakeholders; facilitation of training with partners and community; conducting public participation exercises and focus group discussions.
- ✓ Management of field data collection teams - fieldwork planning/logistics; staff training and partner engagement.
- ✓ Designing and implementing research tools and study protocols.
- ✓ Recruiting and training of field staff, supervision of project activities and ensuring optimal and quality output.
- ✓ Writing research reports.

Data Management and Analysis

- ✓ Data cleaning, processing, analyzing, interpretation, visualization and reporting.
- ✓ Designing qualitative and quantitative surveys using CAPI, SurveyCTO and ODK.
- ✓ Designing data sharing and safeguarding protocols, data quality checks and summary reports.

Monitoring and Evaluation

- ✓ Developing M&E systems and tools, monitoring and managing projects at different stages of the project life cycle.
- ✓ Designing and revising M&E frameworks and Project KPIs that guide project implementation and management.
- ✓ Evidence-based reporting writing and dissemination of results to parties.

- ✓ Engaging primary stakeholders and partners in monitoring and evaluation design and planning.
- ✓ Supporting teams with evaluations, capacity building/training, and developing data tools and systems.

Some of the organizations I have consulted for include:

2018: TEAM LEADER (Ministry of Health)

Worked with Ministry of Health as a Team Leader. This was a country wide HIV Impact Assessment Survey Project (KENPHIA) for which we covered Nyanza, Western and parts of Nairobi regions where I was a Team Leader for a team of 10 staff. Our team was able to achieve their targets on time for the most part, placing it among the top 10 (out of 52 teams) in performance ranking. The project was coordinated by ICAP with partners being CDC, KEMRI, PEPFAR, KNBS, NASCOP among others.

Specific Roles:

- ✓ *Developing and implementation of work plans and field logistics.*
- ✓ *Staff recruitment and training, field supervision and data quality checks.*
- ✓ *Data collection, entry, preliminary cleansing, mapping and plotting points using GPS.*
- ✓ *Assisting in questionnaire design and edits.*
- ✓ *Leading liaison and meetings with partners and community members.*
- ✓ *Listing and GPS mapping of respondents in the areas of operations.*
- ✓ *Conducting cluster identification and cluster entry/exit meetings*
- ✓ *Conducting household identification and entry/introduction*
- ✓ *Assigning households to interviewers, counsellors and laboratory technologists*
- ✓ *Consenting household and individual interviews*
- ✓ *Conducting household interview using ODK*
- ✓ *Uploading data to the National Survey Server*

2017: LEAD TRAINER. (Amref Health Afrika Kenya)

Worked with Amref Health Africa Kenya as a Lead Trainer. The training was done on personal financial management among Amref Kenya staff.

Specific Roles

- ✓ *Debt management*
- ✓ *Record keeping*
- ✓ *Budgeting*
- ✓ *Simple financial reports*
- ✓ *Investment principles*

2011: DATA COLLECTION SUPERVISOR (VAS Ltd)

Worked with VAS consultants Ltd as Data Collection Supervisor

Specific Roles

- ✓ *Staff recruitment and training, field supervision and data quality checks.*
- ✓ *Data collection, entry, preliminary cleansing, mapping and plotting points using GPS.*
- ✓ *Assisting in questionnaire design and edits.*
- ✓ *Leading liaison and meetings with partners and community members.*
- ✓ *Ensuring the enumerators conduct themselves professionally,*
- ✓ *Reviewing and ensuring that the enumerators collect valid data,*

- ✓ *Solving any challenges that may arise in the field,*
- ✓ *Receiving and ensuring safe custody of filled questionnaires and sending completed questionnaires to the office.*

ACADEMIC QUALIFICATIONS

2013–2017: **PhD (Finance)**
 Kenyatta University (Kenya)

- ✓ *Finance models*
- ✓ *Research Methods*
- ✓ *Statistics*
- ✓ *Data analysis and interpretation*

Research Thesis: ***Behavioural Biases and Individual Investor Portfolio Performance at the Nairobi Securities Exchange, Kenya.***

2007-2009: **MBA (Finance)**
 University of Nairobi, Nairobi (Kenya)

- ✓ *Finance models*
- ✓ *Research Methods*
- ✓ *Data analysis and interpretation*

Research Project: ***“A survey of the factors influencing individual investment decisions: the case of Nairobi Securities Exchange.”***

2001-2005: **Bachelor of Education (Economics and Business Studies)**
 University of Nairobi, Nairobi (Kenya)

- ✓ *Economics and Econometrics*
- ✓ *Economic for Statistics*
- ✓ *Micro and macro-Economics*
- ✓ *Mathematics for Economics*

PROFESSIONAL QUALIFICATION

2005-2007 **Certified Public Accountant of Kenya (CPAK)**
 KCA University.

- ✓ *Cost and management accounting*
- ✓ *Financial reporting*
- ✓ *Taxation*
- ✓ *Financial management*
- ✓ *Auditing*

APPOINTMENTS

2015-Date. Appointed by Kenyatta University as an Internal Examiner of student research theses and projects in the Department of Accounting and Finance, school of business, Kenyatta University.

2011-2012. Academic mentor, Marist international university college. Duties include providing mentoring services to students pursuing advanced diploma in business management and advanced

diploma in development studies and social work.

OTHER SKILLS

- Communication skills** Good communicator and knowing the channels of communication that are timely and understanding how to communicate to the audience as my work
- Organizational / managerial skills** ▪ Leadership competency ie leading the congregation and also listening to them and moving with them
- Teamwork competency ie working with people and ability to multitask over different projects and engage with different partners simultaneously.

Seminars And Conferences Participated In

- 1. 3rd to 4th December 2020**-Participated in the 2nd School of Business Kenyatta University International Business Research and Industrial Conference (IBRIC)
- 2. June 2019**-Participated in the 1st School of Business Kenyatta University International Business Research and Industrial Conference (IBRIC) and presented a paper on “disposition effect and Individual Investor Portfolio Performance at the Nairobi Securities Exchange, Kenya”
- 3. September 2012** – Participated in the first University of Nairobi conference and presented a paper on “A survey of the factors influencing individual investment decisions: the case of Nairobi stock exchange”.

PUBLICATIONS:

1. Mugo Hannah Wangari and Shiundu V. Mutswenje (2020). Prudential Regulations and Financial Performance of Commercial Banks in Kenya. Journal of Economics and Finance. Vol. 11, Issue 4 Ser. VIII, PP 16-30
2. Cherotich, M. & Shiundu, V. (2020). Investor behavior and common stock investment decisions among individual investors at Nairobi Securities Exchange, Kenya. International Academic Journal of Economics and Finance, 3(6), 18-31
3. Hussein,M. and Mutswenje, V. (2020). Organizational practices and revenue collection in Garissa county, Kenya. International Academic Journal of Economics and Finance, 3(6),234-261.
4. Nguku, A. W and Shiundu, V. (2019). Macroeconomic Factors and Financial Performance of Commercial Banks Listed on the Nairobi Securities Exchange, Kenya. International Journal of Humanities and Social science Vol. 22 Issue 1.1, 163-176
5. Mutswenje, V. S and Jagongo, A. (2014). A survey of the Factors Influencing Individual Investment Decisions: The case of Nairobi Securities Exchange. International Journal of Humanities and Social science.

INTEREST:

- Research, Travelling, Networking

REFEREES

Mr. Vincent Amusavi PROJECT MANAGER, Amref Health Africa Kenya PO Box 43844 00100, Nairobi vinamusavi@gmail.com	Dr. Eddie Simiyu Lecturer, Department of Accounting and Finance, Kenyatta University PO Box 43844 00100, Nairobi SIMIYU.EDDIE@ku.ac.ke	Dr. Job Omagwa Lecturer, Department of Accounting and Finance Kenyatta University PO Box 43844 -00100, Nairobi OMAGWA.JOB@ku.ac.ke
---	---	---