

CURRICULUM VITAE

PERSONAL DETAILS

Name : Omar Abdi Garane
Date of birth : 1968
Marital Status : Married
Address : P.O.Box 53, Garissa
Religion : Islam
Languages : English, Kiswahili, Somali
Telephone : 0729688238

EDUCATION BACKGROUND

1979-1986 ; Jaribu Primary School
Kenya Certificate of Primary Education (K.C.P.E)

1987-1990 : County High
Kenya Certificate of Secondary Education (K.C.S.E)
Attained a mean grade of C- (minus)

1992-1994 : Technical University of Mombasa
Diploma in Accountancy

WORKING EXPERIENCE

Aug 1994 - Jan 1996 : Garissa Municipal Council in various capacities

REVENUE CLERK

- Revenue collector, banking of revenue and safe guarding receipt book, market register and any other related data
 - Daily, weekly tally of daily weekly records
 - Advising the treasurer department
 - Assisted in preparation of annual estimates
 - Prepare daily, weekly, monthly and annual narrative financial reports.
- Feb 1996 - Dec 1998
- In charge of service charge at Garissa Municipality
 - Tallying monthly statutory deduction from residents civil servants of the municipality
 - Tallying of annual licensing of traders in the town
 - Banking of all cheques from Ministerial statutory deductions and ensuring there were no defaulters
 - Supervision of service charge staff

Jan 1999-March 2001

LICENSE OFFICER

DUTIES

- In charge of individual single business permit
- Supervision business permit staff
- Supervised revenue collection through licensing and banking of revenue collected
- Follow up defaulters
- Weekly, monthly/annual returns to the treasurer office
- Prepared daily, weekly, monthly and annual narrative and financial reports

April 2001-Oct 2003

REVENUE OFFICE

- In charge of all revenue source collections
- Custodian of registers and receipt books (revenue)
- Supervision of revenue collection staffs
- Banking and safeguarding of all revenue collected
- Ensuring accountability of all revenue collected and safeguard against privilege, theft as well as defaulting

2003-Dec 2005

ACCOUNTANT

- Preparation of payment voucher and staff payrolls
- Preparation of payments vouchers for suppliers and other institutions
- Preparation of bank reconciliation and returns
- Supervision of accounts departments staffs
- Custodian and maintenance of plots registers
- Prepare daily, monthly, quarterly and annually narrative and financial report

2006-Sept

CASHIER

- Agent of the council to the banks
- Make all payments by cheque and cash
- Safeguard council cash, cash book and receipts as well as other valuables
- Assist clerk and treasurer on bank reconciliation and encashment of cheque
- Prepare narratives and financial report
- Supervision of market attendants and market security guards
- Ensuring up-to-date collection of revenue and up to date list of hawkers/vendors

- Participated in the weekly livestock market revenue collection as well as the collection of revenue from transporters

2010-2020	_Vice chariman Dadaab District Peace and Development Group
2020 to date	Champions for change Garissa County Group Dadaab team Leader

REFEREES

1. Abdi Gedi Bare
Deputy Cleark
C/o Garissa Municipal Council
2. Degow Hassan
Accountant
Garisa Municipal Council