

ELIZABETH WANJIKU WAMAE

PERSONAL INFORMATION



00100, NAIROBI



0721827939



lizkomu9@gmail.com

SKILLS

- Fluent in communication skills.
- Ability to work under pressure to meet deadline.
- Ability to perform in a performance driven organization.
- Able to work under minimal supervision.
- Ready to learn and adjust to new environment as quickly as possible.
- Achieved a resounding academic success.

ACHIEVEMENTS

- Appointment to National Honors and Awards 2021 Secretariat
- Accountant in charge ISC, SCAC and SCOO.
- Served in several taskforces in Cabinet office such as IEBC and Religious taskforce.

LANGUAGES

ENGLISH:

KISWAHILI:

KIKUYU:

LEADERSHIP EXPERIENCE

- Board Member in Kenya Literature Bureau
- Member Council of Kisii University (Kenya)
- Member-Board of Directors Kenya Fishing Industries Corporation

Accomplished Assistant Inspector General with extensive experience in management audits and financial oversight within Kenyan State Corporations. Demonstrates expertise in advising government entities on management practices, representing high-level interests in board meetings, and contributing to budget and editorial committees. Former Principal Accountant skilled in vote book management, salary processing, and financial statement preparation. Proven ability to work under pressure, adapt quickly to new environments, and perform effectively with minimal supervision. Fluent communicator committed to achieving excellence in performance-driven organisations.

EXPERIENCE

August 2023 - Current

Assistant Inspector General State Corporations, Nairobi, Kenya

- Working on management audits, inspections and adhoc assignments of State Corporations.
- Advising the relevant arms of Government on management practices within assigned State Corporations.
- Representing the Inspector General of State Corporations in Board meetings.
- Attending to other assignments in budget and editorial committees.

June 2018 - August 2023

Principal Accountant Cabinet Affairs Office

- Vote book management-Invoicing, encumbrance of imprests, accounts receivable, payables and General ledger user.
- Processing of salaries and deductions in the IFMIS.
- Cash book checking.
- Preparation of financial statements.

May 2011 - May 2016

Accountant I Ministry of Science and Technology

- Vote book management- Validation and IB payment.
- Preparation of payroll documents.
- Responding to audit queries.

November 2009 - May 2011

Accountant II Isiolo District Treasury

- Daily checking of the cash book.
- District vote book management.
- Bank reconciliation.

April 2009 - November 2009

Accountant KWFT

- Loan processing.
- Processing savings refund and petty cash.
- Bank reconciliation.

- Member-Board of Directors Kenya Forest Service
- Member-Board of Directors Kenya Accreditation Service
- Member-Board of Directors Kenya Fishing Industries Corporation
- Member-Board of Directors National Biosafety Authority(Kenya)
- Member-Board of Survey National Council of Science and Technology
- Member-Departmental training committee (Ministry of Science and Technology)
- Church Minister at Harvest Family Church Rongai
- Vice-Chairperson-Kisii Campus Christian Union(Egerton University)
- Choir mistress-Kimathi Institute.

CUSTOM SECTION

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Elizabeth.Wamae@headofpublicservice.g
o.ke

REFERENCES

- James Mungai Warui, ndc'(k),
Inspector General of Corporations,
NAIROBI, 0722866686, igc@isc.go.ke
- Ms. Dorothy K. Miriti, P.O Box 400-
00200, NAIROBI, 00200, 0723737581,
dotkathambi@yahoo.com

TRAINING

- Trained as a Focal Point Persons on
National Cohesion and Values in the
Directorate of National Cohesion and
Values-Kenya in 2023.
- Attended programme for Financial
Innovation and Emerging Issues
(ESAMI), Kenya, in 2023
- Completed Strategic Leadership and
Development Course at KSG (Kenya
School of Government, Kenya) in 2022
- Harvest Family Church Ministers
Training in 2021.
- Connect Experience Season, Harvest
Family Church, 2019.
- Attended Forensic Audit Conference at
ICPAK in 2017
- Completed Senior Management
Course at KSG (Kenya School of
Government, Kenya) in 2016
- Attended Public Finance Management
Conference for Africa by ICPAK in
2015.
- Fire fighting skills, KIHBT

June 2006 - August 2006

Intern Kenya Power & Lighting Company

- Ledger Posting.
- Accounting for advances reimbursements.
- Cash management.
- Preparations timely submissions of VAT RETURNS.
- Systematic filing of returns and office documents.
- Keying and posting various returns.

EDUCATION

12/2002

SECONDARY

BISHOP GATIMU NGANDU GIRLS

GPA: GRADE B+ (PLUS)

12/1998

PRIMARY

ABERDARE ACADEMY

GPA: 548 out of 700 marks

10/2015

MASTERS OF BUSINESS ADMINISTRATION

AFRICA NAZARENE UNIVERSITY

06/2025

DOCTOR OF PHILOSOPHY BUSINESS ADMINISTRATION

JOMO KENYATTA UNIVERSITY OF SCIENCE AND TECHNOLOGY

06/2008

DEGREE BUSINESS AND MANAGEMENT

EGERTON UNIVERSITY-KISII UNIVERSITY COLLEGE

GPA: SECOND CLASS HONOURS UPPER DIVISION

Certificate of Higher Education CPA

Kimathi Institute of Technology, Nyeri

- Passed and awarded CPA(K) Certified Public Accountant(Kenya)

HOBBIES AND INTERESTS

- Reading Inspirational books
- Travelling and exploring new areas
- Serving God in Church

PERSONAL INFORMATION

- ID Number: 23765377
- Date of birth: 1985-05-02
- Nationality: KENYAN
- Marital status: MARRIED
- Religion: CHRISTIAN

CERTIFICATIONS

- Member of Institute of Certified Accountants of Kenya(ICPAK NO 14364)
- Member of Association of Women Accountants]
- Member of Women on Boards Network(Kenya)
- Driving Licence