

CURRICULUM VITAE

PERSONAL DATA

Name : **Wilberforce Ojiambo Oundo**

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Email-Address : **oundo@regent-mgt.com**

Date of Birth : 3rd January 1971

Gender : Male

Marital Status: Married

Religion : Roman Catholic



EDUCATION BACKGROUND:

1998-2002 **University of Nairobi, Faculty of Architecture, Design & Development**
Obtained M.A. Housing Administration

1990-1995 **University of Nairobi, Faculty of Design and Development**
Obtained B.A Land Economics, First Class Honours

1986 – 1989 **Starehe Boys Centre & School, Nairobi**
Kenya Certificate of Secondary Education, B Plain

1978 – 1985: Bujwang’a Primary School, Busia District
Kenya Certificate of Primary Education, 62/72 Points

PROFESSIONAL QUALIFICATION SKILLS & EXPERTISE

- January 2005** Gazetted as Registered Estate Agent, Estate Agents Registration Board
- January 2001** Gazetted as a Registered and Practising Valuer, Valuers Registration Board
- July 1999** Institute Surveyors of Kenya, Post Graduate Diploma, an entry exam for full Membership to the Institution, Valuation and Estate Management Surveyors Chapter.
- July 1996** Elected Associate Member of the Institution Surveyors of Kenya.

COMPUTER SKILLS:

Conversant with Microsoft office using Windows;

- Ms Word
- Ms Power Point
- Ms Excel
- Ms Access
- SPSS(Statistical Programme for Social Sciences)

WORK EXPERIENCE:

Property Management (Property Manager)

August 1999 - 2006 Regent Management Limited,
Property Managers, Estate Agents,
Valuers, Investment Consultants

Management of commercial and residential properties in Nairobi and Mombasa. The main buildings include View Park Towers, Hazina Towers, NHIF Building and Uganda House (Nairobi) and Cannon Towers I & II, Makena House and Coral Drive Flats (Mombasa).

Duties & Responsibilities

Property management duties including;

- Letting,
- Lease Administration,
- Repairs and Maintenance,
- Rent and service charge collection,
- Rent renewals reviews and reporting to the landlords,

- Budget preparation, monetary and audit operation expenses,
- Litigation and tenants legal and dispute resolution,
- Nairobi market survey reports.

Property Management (Head, Property Management Department)

July 2003 - 2006 Regent Management Limited,
Property Managers, Estate Agents,
Valuers, Investment Consultants

Duties- In charge of the entire Management Department (the core department of the company) in respect of both commercial and residential portfolios in Nairobi, Mombasa, Nakuru and Kabarnet and facilities management in Nairobi, Eastern and Coast regions. The department has ten (10) managers and several caretakers and supervisors. The portfolio comprise of over 1,000,000 square feet of prime office space, about 150 high-income to low-income residential units and sixty (60) sites for facilities management. The company clients are both public and private corporations, private individuals and investment groups, pension funds and other financial institutions. Specific duties include:

- Preparing, presentation and following up on proposals and tenders for management instructions;
- Reporting and liaising with the landlords (clients) on all issues pertaining to the management of the properties;
- Preparing portfolio and investment analysis for clients with several properties;
- Receiving and attending to clients and tenants' complaints;
- Formulating and implementing internal operational procedures;
- Ensuring targets and turnaround time are met;
- Training of new professionals in preparation to sit for professional examinations;
- Preparing annual building budgets.

Achievement- Introduced and implemented a property analysis and reporting system that has now become an industry benchmark.

April 2005 – March 2007 Regent Management Limited

Directorship: Duties & Responsibilities

- Assisting the Managing Director report to the Board on month performance of the company;
- Preparation of Management Department income budgets;
- Reporting to the Board, in conjunction with the Managing Director, on the performance of the Property Management Department;
- Running the Company in the absence of the Managing Director, with the guidance of a nominated Board member.

April 2005 – March 2007 Regent Group

Chief Executive Officer: Duties & Responsibilities

- Overall mandate to oversee the overall business of the company,
- Ensuring high standards of services and adherence to professional duties,
- Expanding Company business.

Valuation Duties & Responsibilities

August 1999 - To date Regent Valuers International (K) Limited

Position: August 1999-September 2001- Valuer
October 2001- June 2003- Senior Valuer, Coast Region
June 2003-March 2005- Deputy Head of Valuation Department
April 2005- Date- Principal & Director of the Board

Duties & Responsibilities

- Inspecting and preparation of valuation reports;
- Certifying and signing valuation reports under seal;
- Training valuers trainees;
- Market Research;
- Proposals presentations and discussions.

June 1997 – September 1998 Ryden Meghraj/C.P. Robertson Dunn

Position: Assistant Valuer,

Duties & Responsibilities

Inspection of properties/assets and preparation of valuation reports in respect of:

- Mortgage and insurance,
- Sale and purchase,
- Compulsory acquisition,
- Rental, Stamp duty,
- Rental Assessment,
- Plants, Machinery & furniture.

August 1995-May 1997

Kinyua Koech Limited

Position:

Trainee Valuer

Duties & Responsibilities

- Inspection of properties and preparation of valuation reports for mortgage, insurance, auction and book purposes;
- Branch Manager, Nakuru office in charge of:
 - Valuation for bank purposes in Rift Valley, Western and Nyanza Provinces.
 - Branch office administration and management.
 - Letting and management of several residential properties in Nakuru and Kericho.
 - Maintaining existing clients in the region.
 - Acquiring new clients.

Major Valuations Undertaken

- | | |
|-------------|--|
| 2006 | Principal, valuation for lending purposes for Housing Finance Company of Kenya Ltd, Trans- National Bank Limited and Barclays Bank Limited; |
| 2005 | Deputy Team Leader, re-valuation of Kenya Pipeline Company Limited residential properties for sale purposes;

Valuation of Trans National Plaza, an office and parking block within Nairobi's CBD for book and insurance purposes;

Team Leader, valuation of Kenya Commercial Bank Limited commercial properties all over Kenya for re-organization purposes; |
| 2004 | Team leader, valuation of residential properties of Kenya Ports Authority Staff Pension Scheme;

Team leader, valuation of the assets of Post Office Saving Bank Staff Pension Scheme;

Valuation of Cotts House to establish open market value for transfer of reversionary interest;

Team Leader, investment appraisal of Bandari Villa for KPA, Nairobi South C; |
| 2003 | Team Leader, valuation of plants, machinery plant and buildings of Kenya Bixa Limited for financial facility;

Deputy team leader, valuation of real property assets of KCC (2000) Holdings and Consolidated Bank Limited for book purposes; |

- Valuation of commercial and residential properties, First Assurance Company Limited (Coast Region)
- 2002** Deputy Team Leader, valuation of Kenya Pipeline Company Limited assets (pipeline, storage tanks, pump station, commercial and residential properties, vacant land and way leaves);
- Valuation of First American Bank Limited assets in Coast Region;
- 1999** Valuation of land, buildings and retreat center of Trinity Fellowship;
- 1998** Assistant Valuer, valuation of real property investments for Jubilee Insurance Company and Pioneer Assurance Company;
- 1997** Assistant Valuer, valuation of plant, machinery, buildings and land of Jambo Biscuits Limited for bank facility;
- Assistant Valuer, valuation of farms, factories and other loose and fixed assets of African Nuts Co. Ltd., Thika for share purposes;

PUBLICATIONS

- 2005** “Housing Finance- the Social Impacts”, a paper presented at the Property Forum, June 2005;
- “Land Use Planning, Development and Control”, a paper presented to the National Land Policy Formulation Process, April 2005;
- “The Classification of Housing Estates in Nairobi”, in Homes Expo Magazine January 2005 Issue;
- 2004** “Current Arrangements for Land Rights Delivery”, a paper presented to the National Land Policy Formulation Process, December 2004;
- 2002:** “Risk Management in the Management of Commercial Properties in Nairobi” a thesis submitted as partial fulfillment for the award of M.A. Degree, University of Nairobi;
- 1995:** “Land Use Patterns in Emerging Urban Centre- A Case Study of Busia Municipality”, a Bachelor of Arts (Land Economics) Project, University of Nairobi.

LANGUAGES

- Mother tongue: Luhya

- Other languages: English fluent, full working knowledge
Kiswahili fluent full working knowledge

OTHER RESPONSIBILITIES:

Served in various committees of the Institution Surveyors of Kenya mainly as:

- 2006 Treasurer, Institution of Surveyors of Kenya
 Tutor & Examiner, ISK Diploma Exams
- 2005 Member, National Land Policy Formulation Process
- 2005 Assistant Hon Secretary (Examination- revised the syllabus)
- 2004 Chairman, Chapter of Valuation & Estate Management Surveyors of ISK

INTERESTS

Sports and research in real estate.

REFEREES

1. Prof. Washington Olima
Dean, School of Built Science
University of Nairobi
P.O. Box 39700,
Nairobi.
2. Mr. Mwenda Makathimo
Chairman,
Institution of Surveyors of Kenya,
P.O. Box 40707-00100
Nairobi.
3. Mr. D. K. Rana
Chief Executive
Trans-National Bank Limited
City Hall Way Branch
P.O. Box 34353- 00100
Nairobi.

