

Caroline Nakalanzi

Mobile: +256754366122

Email: carolsasha3@gmail.com

Summary:

- Excellent at project management through the use of data analytics tools like Microsoft Excel and SAS to analyze data that our teams generate from research for a competitive advantage.
- Proficient in finance management with the help of QuickBooks for making monthly budgets, accounting, invoicing, keeping track of business bank accounts and expenses with 2 years of continuous practice at C&C Kids baby store.
- Conducts business research and surveys with the help of computer tools in Research which enable me to write professional business plans that help to negotiate attractive business proposals and partnerships.
- Writes, reads and speaks English fluently.

Skills:

- Problem solving from identifying problems to formulating reports and analyzing data using SAS software.
- Data Analytics proficiency using Microsoft Excel and SPSS.
- Management and Leadership skills: I was appointed to manage students undergoing practical training in traditional medicine at Natural Chemotherapeutics Research Institute in 2018.
- Finance management skills with knowledge acquired from taking courses in Corporate Finance, Managerial Accounting and International Finance Management.
- Excellent verbal and written communication in English.

Employment:

- Accounting officer and customer reference 2019-present.

C&C Kids Baby store

- Prepared journal entries, general ledger operations, monthly and year ending financial reports.
- Maintaining and reconciling balance sheet Accounts.
- Following up on customers, offering after-sales services and collecting feedback.
- Evaluated employee expense reports and verified accuracy.
- Managing receipts and deposits of cash transactions.
- Oversaw all aspects of the customer amendment process.

- Project Manager 2018-2019.

Natural Chemotherapeutics Research Institute.

- Registered a group of Traditional Medicine practitioners from all over Uganda to receive practical training in making and administering medicine to patients.
- Taught students different ways of managing their business financial records with the help of various software systems like Excel and SPSS.
- Created a sustainable Business Plan for the institute that reflected the vision, mission and strategies on how to achieve the institutional financial goals within a period of 5 years.
- Conducted extensive research and I was able to analyze the challenges faced by the institute and also discovered various opportunities that we could use to overcome those challenges by carrying out a survey based on a sample space of about 300 people.

Education:

2013- 2018: Bachelor of International Business Management with minor concentration in International marketing at Assumption University of Thailand.

2010-2012: Advanced Level Certificate of Education at Uganda Martyrs' Senior Secondary school Uganda.

2007-2010: Ordinary Level Certificate of Education at Uganda Martyrs' Senior Secondary School Uganda.

Nationality: Ugandan.

References: Provided on request.