

CURRICULUMVITAE

BIO-DATA

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EDUCATION BACKGROUND

YEAR	SCHOOL/UNIVERSITY	QUALIFICATION
2010-2013	BUSOGA UNIVERSITY	BACHELOR OF COMMERCE{ACCOUNTING}
2008-2009	KAKIRA HIGH SCHOOL	UGANDA ADVANCED CERTIFICATE OF EDUCATION
2004-2007	BUWENGE MODERN SECONDARY SCHOOL	UGANDA CERTIFICATE OF EDUCATION
1997-2003	BUTANGALA PRIMARY SCHOOL	PRIMARY LEAVING EXAMINATION

ADDITIONAL EDUCATION BACKGROUND

DATE	INSTITUTE	AWARD/QUALIFICATION
2022-2023	ICON TRAINING CENTRE-DOHA,QATAR	CERTIFIED MANAGEMENT ACCOUNTANT.. (Stillenrolling)

EXPERIENCE

YEAR	ORGANISATION	POSITIONHELD
JUNE2012-AUGUST2012	KAKIRA SUGAR LIMITED	AUDIT MANAGEMENT TRAINEE
NOVEMBER2013-DECEMBER2014	KIBOKO GROUP OF COMPANIES	ASSISTANT CHIEF CASHIER
DECEMBER2014-JUNE2018	KAKIRA SUGAR LIMITED	AUDIT OFFICER
JUNE2018TODATE(2023)	QATAR BUILDING COMPANY	OFFICE SUPERVISOR

DUTIES AND RESPONSIBILITIES

1. From June to August 2012, I worked with Kakira Sugar Limited as Management Trainee (Audit), and I did the following responsibilities

- ▼ Identifying and evaluating significant exposure of risks
- ▼ Witnessing monthly stock inventory
- ▼ Verifying of worker's payments
- ▼ Preventing and detecting errors and fraud more so in alterations of figures

2. From November 2013 to December 2014, I worked with Kiboko Group as Assistant Chief Cashier and here were my responsibilities

- ✓ Preparing petty cashbook
- ✓ Handling of cash payments of workers
- ✓ Prepare VAT returns, Pay As You Earn (PAYE) and National Social Security Fund (NSSF) payments in revenue section.
- ✓ Handling of cash payments from small auctioned items.

3. From December 2014 to June 2018, I worked with Kakira Sugar limited as Audit Officer and I carried out the following responsibilities

- Verifying receipts, payment vouchers, incentive claims and other day to day operations
- Receiving goods and checking issuing receipts in store department
- Investigating different areas of operation
- Verifying farmers' eligibility to both pre harvest and harvest advance
- Supervising, checking, verifying of salary payments and wages
- Check and verifying Cashiers' accountability
- Ascertain whether management has established adequate control criteria
- Evaluating the safe guarding of company assets
- Coordinating activities and sharing information with external auditors

4.From June 2018 to Date 2023..Still working with Qatar Building Company as Security personnel and I do perform the following duties.

- Recording of staff attendance time and days reported on duty.
- Receiving of invoices from material suppliers and noting down their serial numbers
- Stamping on GoodsReceivedNote(GRN) and also stamping onGoodsrequested form from the using department
- Receiving of bidding applications from material suppliers.
- Welcoming and givingdirection tovisitors toinquired offices.
- Registering of visitors in visitors book
- Heads security matters and being responsible for safety of workers at the station
- Making sure.all the working areas are safe for everyone and free from hazardous
- Supervising ofcleaners and officeboys
- Being incharge of safety of company premises
- Adhering with health,safety and environmentdepartments.
- Making weekly reports

LANGUAGE SSPOKEN

- ENGLISH
- SWAHILI

SKILLS AND COMPETENCE

- CREATIVE AND INNOVATIVE
- COMPUTER LITERACY
- COMPUTERISED ACCOUNTING SKILLS
- SAP SYSTEM SKILLS(SYSTEMPRODUCTAPPLICATION)
- AUDITINGSKILLS
- GAAP SKILLS(GENERAL ACCEPTED ACCOUNTING PRINCIPLES)
- IFR SKILLS(INTERNATIONAL FINANCIAL REPORTING)
- COMMUNICATION SKILLS
- ADMINISTRATIVE SKILLS
- CUSTOMER RELATIONS SKILLS
- TEAM WORK AND LEADERSHIP SKILLS

HOBBIES

I like being cooperative with others

I like volley ball