**Dorothy**

 **ABU DHABI , UAE**

**PERSONAL DETAILS**

**NAME:** Dorothy

**NATIONALITY: Ugandan**

**EMAIL:** Dorothy.281045@2freemail.com

**CAREER SUMMARY**

**MBA** degree in Finance and Accounting. Hard working, dedicated with a high degree of initiative and diligence to see projects through to completion, enjoys problem solving and appreciates challenging environments that provide the opportunity for further development.

**WORK EXPERIENCE**

**Sept 2015 – to date**  **HawardTechnologies Middle East – Al Khubaira Towers Abu Dhabi**

 **Assistant Financial Controller**

* Assisting the controller in the direction of the accounting functions of an organization.
* Assisting the controller in ensuring timeliness and accuracy of the financial statements.
* Preparation of budgets and financial reports and overseeing their evaluation.
* Presenting the various accounting reports to the top management and making suitable observations and recommendations.
* Monitoring investment policies and operations of the company.
* Managing operational data and maintaining data accuracy and integrity.
* Preventing inaccuracies in financial statements by setting up internal control systems and adopting proper policies for financial reporting.
* Reviewing financial data periodically to ensure fairness and completeness of the data.
* Developing system controls for ensuring data integrity.
* Developing proper operational, data documentation and troubleshooting procedures.
* Conducting account reconciliations and analysis.
* Assisting in the company’s monthly and yearly closing.
* Assisting in special projects whenever asked.

**Aug 2008 – to July 2015 International Health Sciences University Kampala- Uganda**

**Assistant Accountant (June 2011- to July 2015) Accounts Clerk ( August 2008 to June 2011)**

* Overall supervision of the finance department, by ensuring correct and proper entry of student data in the Tally accounting software.
* Preparing staff payroll and making statutory deductions.
* Preparation of the University Budget each semester and ensuring that all expenditure is in line.
* Preparation of quarterly management accounts.
* Maintaining the University asset register and ensuring that all assets are insured.
* Ensuring that all purchase is made as per the guidelines with strict adherence to L.P.O.
* Reconciling creditors schedules (payables) and updating management on the aging.
* Liaising with the bank on a regular basis to ensure smooth running of operations.
* Ensuring that all student ledgers are up-dated in the Tally accounting software.
* Carrying out Weekly reconciliation of the University Bank accounts.
* Updating management on the student debtors schedule and aging, after liaising with the Registry department.
* Costing University courses, in line with the demands of the particular course.
* Building and maintaining relationship with scholarship awarding institutions.
* Assisting with the external audit process every year.

**MAJOR ACHIEVEMENTS**

* Was in position to start the finance department in August 2008 and introduced the use of Tally accounting software where there was no accounting software and trained staff how to use it.
* Secondly, I introduced the use of vouchers and requisition forms to track transactions.

**EDUCATIONAL BACKGROUND**

**Tertiary: Cavendish University (2011-2013), Uganda**

Masters Business Administration Accounting and Finance

**Nkumba University (2001-2004), Uganda**

Under graduate Degree Business Administration