 **CURRICULUM VITAE**

1. **PERSONAL DETAILS:**

 **NAME : HOWARD**

**HOWARD.315480@2freemail.com**

**GENDER : MALE**

1. **EDUCATION DETAILS:**

|  |  |
| --- | --- |
| **Year**  | **Award**  |
| 1995-1997 | Diploma in business Administration & Management, Makerere Institute of Social Development. |
| 1993-1995 | Uganda Advanced Certificate of Education (UACE) |
| 1989-1992 | Uganda Certificate of Education (UCE) |

1. **PROFESSIONAL DETAILS**

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| **Year**  | **Title** | **Organization**  |
| 2014- up-to-date | Security Personnel  | Al Jaber Group of Companies, United Arab Emirates |
| 2012-2013 | Procurement & Logistics Officer | Yambio Produce Company, South Sudan |
| 2010-2012 | Chief Cashier/ Inventory Controller | Cellular Services(MTN Franchise ), South Sudan |
| 2008-2010 | Finance Officer  | Iganga Child Development Centre , Compassion International Uganda. |
| 1999 -2005 | Accountant/Administrative Assistant | Morris Cerullo World Evangelism, Uganda  |
| 1996 - 1998 | Procurement & Logistics Officer  | Hadoto Water & Sanitation, Uganda |

**WORK EXPERIENCE:**

**2014- up to date. Security personnel ; Aljaber Group of companies.**

1. Acting as an ambassador of the company to the client .
2. Ensuring the security and safety of the people and property
3. Preparing and compiling security report
4. To observe and report security related issues
5. To enforce the law.

**2012- 2013. Procurement and Logistics Officer; Yambio Produce Company, South Sudan.**

1. Preparing and completing action plan
2. Identifying and managing potential markets and suppliers.
3. Developing warehouse operation system and resolving problems.
4. Implementing productivity, quality and customer care service standards
5. Preparing Annual budget
6. Tracking the dispatch and deliveries

**2010- 2012 Chief Cashier/Inventory Controller; Cellular Services Company limited (MTN Franchise) – South Sudan**

1. Making stock and purchase orders and receiving stock.
2. Reconciling the daily stock balances with daily total sales
3. Receiving cash and cheques from cashiers and carrying out bank transactions.
4. In charge of reception and distribution of MTN products.
5. Preparing daily and monthly stock and sales status reports

**2008 – 2010** **Child Development Officer In Charge of Finance; Iganga Child Development Centre - A compassion International Assisted Project – Uganda.**

Maintaining Books of Accounts including cash books, voucher registers and posting entries to various accounts.

1. Compiling project financial reports
2. Preparing materials for budget estimates.
3. Maintaining the staff payroll.
4. Ensuring safety and proper management of all project assets by maintaining an up to date assets register.
5. Responsible for the cognitive and economic development of the sponsored children and mobilizing opportunities for empowering care givers in income generating activities.
6. Processing requests for supplies and maintaining up to date stores inventory and records.
7. Visiting children in their homes to assess their situations and offering intervention where necessary.
8. In-charge of sponsor/donor relations

**1999 – 2005** **Accountant/Administrative Assistant;**

**Morris Cerullo World Evangelism – Uganda**

I handled various duties among which included the following;

1. Receiving cheques and cash
2. Writing cheques, balancing and reconciling cash books.
3. Managing the Bank transactions
4. In charge of transport
5. Making correspondences and communications
6. Supervising stock taking
7. Carrying out general office administration
8. Organizing meetings and taking minutes for staff meetings.
9. Arranging and managing staff and members travel by making air ticket and hotel reservations, confirmation and visa applications.

**1996 – 1998 Procurement and Logistics Officer; Hadoto Water and Sanitation Engineers – Uganda.**

The duties among others included;

1. Soliciting project resources and procuring them.
2. Arranging delivery on the site of engineering materials such as pumping system, equipment, metal grills, bars etc.
3. Supervising the work force at the site to ensure high quality work.
4. Prudently monitoring over optimal levels of stock.
5. Negotiating and purchasing high quality project inputs at fair prices.
6. Identifying and advising the managing Directors of obsolete stock.
7. Marketing the company services to organizations with water projects.

**LANGUAGE PROFICIENCY;**

**Language** **Spoken** **Written**

English Excellent Excellent

Luganda Excellent Excellent

Arabic Fair Poor

**My core strengths and capabilities include but not limited to the following;**

1. Computer Literate in MS Word, MS Excel, MS Access, Power point and Internet.
2. Writing Project Proposals
3. Good Communication and negotiation skills
4. Team player and enthusiastic grasper of new concepts.
5. Self driven, self motivated, highly dependable and always ready to learn.
6. Customer/Client focused, performer and committed to quality.
7. Strong leadership and interpersonal skills and experience

**MY OBJECTIVE**

To protect and yield good results for the institution in order to achieve its goals.