

Contact HR Consultant for CV No: 340421

E-mail: response@gulfjobseekers.com

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**CAREER OBJECTIVE.**

* To be recognized as an efficient individual with high integrity, having good interpersonal and technical skills and also of additional value to your organization.
* To secure a position where I can employ my skills and abilities to serve others and make a positive difference in their lives.
* To add great value where I am given an opportunity to serve and become professional accountant.

**CAPABILITIES.**

I am a confidential, hardworking, focused and result driven person with skills and experience in teamwork, communication, public speaking and leadership, I value honesty, accountability, trustworthiness, confidentiality and time management.

**EDUCATION /QUALIFICATION**

2009-2013 - Makerere University – Bachelors of Business Administration

2007 – 2008 – St Mary’s Kitende Sec School – Uganda Advanced Certificate of Education 2003 – 2006 – St Mary’s Kitende Sec School – Uganda Certificate Of Education

**PROFFESSIONAL QUALIFICATION**

**Certificate in Computer Application (CCA)**-(Computer systems and application), MakerereUniversity School, obtained eg Microsoft Office, Excel and also Tally ERP 9

**SKILLS AND TRAINING.**

* Interpersonal skills. Having worked with a variety of people from different ethnic, social and education background, I know how to relate and work with all lots of people.
* Good team playing skills. Hotel management involves working as a team. I have a acquired the ability to work in groups and successfully obtain the objective of work assigned.
* Communication skills. I am an effective communicator in both the spoken and the written word(English and Luganda)
* Computer skills. I am a proficient in the usage of computer application software such as Micro soft Excel, Access, word, tally, PowerPoint and hardware components such as printer and scanners operations. Placing them in tally

**WORKING EXPERIENCE**

**September 2016 to February 2017 – Peony Sheila and Abaya - Accountant Duties**

* Data entry in Tally
* Preparing and submitting daily, weekly and monthly sales reports
* Organizing and maintaining financial record
* Prepare profit and loss statements on behalf of the business
* Review and process expense report
* Preparing payment by verifying documentation
* Inspect account books and Accounting system to keep up to date
* Suggest ways to reduce costs, enhance revenues and improve profits
* Monthly closings and preparation of monthly financial statements
* Assist with pay roll administration
* Managing payment requests and reviewing accountabilities.
* Handling petty cash of an imp rest up to 70,000 Dirham in charge of the safe box.
* Preparing journal vouchers such as general journal.

**August 2013 – July 2016- Terrain Services Ltd-Assistant Accountant**

* Data entry in Tally ERP
* Inspecting books of Accounts and Accounting System to keep it up to date
* Preparing payments by verifying documents
* Preparing the trial balance
* Assist in the pay roll Administration
* Managing payments and reviewing Accountabilities
* Reviewing, analyzing and processing the Expense report
* Organizing and maintaining financial statement

**August 2011- July 2013 - African Wine Traders – Sales Executive**

**DUTIES**

* Preparing and submitting weekly and monthly reports to the management
* Learn how products works and how to trouble shoot issues with customer
* Finding out what the customer may need
* Ensure smooth sales process by providing solutions
* Maintain Professional relationship with the clients
* Following up with client
* Receiving payment by cash, credit cards, vouchers or automatic debits
* Compute and record totals of transactions