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| Mwesige |
| **Curriculum Vitae** |

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| **March2017** |

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**PROFESSIONAL PROFILE**

* I have a high level of practical, technical and professional competence
* Demonstrate strong analytical skills, with high level of attention to detail
* Ability to adapt to changes while keeping focus on goals and apply knowledge to new Circumstances
* Strong interpersonal skills, allowing me to communicate effectively
* Self-discipline and strong work ethic
* A believer in team work with a positive attitude required to be successful in my career

**EDUCATION**

**Certificate of Certified Public Accountants**

Currently at level 1

**Bachelor of Business Administration Oct 2011**

Honours degree from Uganda Christian University Mukono

**Certificate of Computer Studies and It Essentials, Oct 2008**

**PC Hard ware and Soft ware –Makerere University School of Gender Studies**

**Advanced Secondary Level (A’ Level) Certificate, December 2007**

Uganda Advanced Certificate of Education (UACE) – Lubiri High School, certificate awarded by the Uganda National Examinations Board (UNEB)

**Ordinary Secondary Level (O’ Level) Certificate, November 2004**

Uganda Certificate of Education (UCE) – St Marys SS Kitende, certificate awarded by the Uganda National Examinations Board (UNEB)

**PROFESSIONAL MEMBERSHIPS**

* Institute of Certified Public Accountants of Uganda (ICPAU)

**WORK EXPERIENCE SUMMARY**

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| **Employer** | **Location** | **Position** | **Date** |
| Oscorp Investments Limited | Kampala | Accounts Manager | Dec 2015 to March 2017 |
| Energy for Impact Limited | Kampala | Data Collector/ Enumerator | March 2017 |
| Mengo Hospital | Kampala | Store Officer Trainee | March 2014 |
| The Hub Entertainment Limited | Kampala | Stolk Accountant | Nov 2011 – Dec 2013 |
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Pioneer Construction Limited Kampala Site Administrator & Sept 2008 - Dec 2009

Stores Controller

As an Accounts Manager at Oscorp Investments Limited, my duties and responsibilities included the following:

* Daily update of management accounts
* Entering of financial data into the accounting system
* Preparation and remittance of local taxes including VAT monthly retuns, PAYE.
* Verifying accountabilities for debtors
* Preparation of Proper Accounts and document Filing

As Data Collector at Energy For Impact, I was part of a team of 6 Enumerators headed by the District outreach Officers under the same Organisation. My main duty was to collect data from the field.

Detailed roles and responsibilities included the following:

* Travel to field sites (schools) to collect and record data as appropriate to the specific objectives of the study.
* Conduct and record face-to-face interviews with subjects, in accordance with the, data collection procedures, and documentation standards
* Review and edit data to ensure completeness and accuracy of information; follow up with subjects to resolve problems or clarify data collected.
* Preparation of the field Data Report

As Store Officer Trainee with Mengo Hospital, My detailed roles and responsibilities included the following:

* Ensuring safe keeping both as to quality and quantity of medicines
* Ensuring proper storage of different medicines
* Updating of stock bin cards for each medicines in the store
* Maintaining proper records of issues and receipts
* Data Entry into the system

As a Stolk Accountant with the Hub Entertainment Limited, My Detailed roles and responsibilities included the following:

* Exercising general control over all activities in stores department.
* Ensuring safe keeping both as to quality and quantity of materials
* Maintain proper records of issues and receipts
* Initiating purchase requisitions for the replacement of stock of all regular stores items whenever the stock level of any item of store approaches the minimum limit fixed in respect of;
* Issuing materials only in required quantities against authorized requisition notes/ material list

As Site Administrator and Stores Controller at Pioneer Construction Limited, My Detailed roles and responsibilities included the following:

* Maintain issue and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places cement, iron sheets, nails, sand, and wheelbarrows among others.
* Ensure that correct material stock levels are maintained to avoid work in progress stoppage as a result of non availability of necessary site materials.
* Preparing documents like the weekly returns report which details the opening stock of materials, issues out, items received damages and the requisitions for more materials to be used on site.
* Making records of all materials received on site using the Goods Received Note (GRN) upon delivery and those removed from the site using the store issue book.

**ADDITIONAL INFORMATION**

Computer skills: Competent usage of MicrosoftOffice applications including Word, Excel and PowerPoint.

Languages**:** Excellent command of written and spoken English, Luganda, Rutoro and Runyoro

Knowledge on Stock Management

Data Collection skills

Numerical Skills like Numbers