**BIO DATA:**



**Given name : Takia**

**Gender : Female**

**Date of Birth : 07thDecember 1993**

**Nationality : Ugandan**

**Marital Status : Single**

**Email :** **takia.381597@2freemail.com**

**CAREER INTEREST AND ASPIRATION**

I am a newly qualified graduate of Accounting and Finance with both internship experience in banking and credit administration and basic work experience in busy commercial environment in sales and customer services. I am looking for opportunity to learn, contribute and add value to organizations as well as to further my career. Iam a hard working andflexible person

**EDUCATION AND TRAINING**

|  |  |  |
| --- | --- | --- |
| **YEAR** | **SCHOOL/ INSTITUTION** | **AWARD** |
| 2012 – 2014 | Cavendish University Uganda | Bachelor of Accounting and Finance |
| 2010– 2011  | West herts college | Uganda Advanced Certificate of Education (U.A.C.E) |
| 2006– 2009 | Mpoma royal college | Uganda Certificate of Education ( U.C.E) |
| 1994 – 1999 | St. Josephs school(Kyabakuza) | Primary Leaving Education (P.L.E) |

**EXPERIENCE**

Jan2017 to date - **Elite Supermarkets, Kabalagala, Kampala**

**Floor supervisor and Inventory Controller**

* Key daily responsibilities include among others the following
* Inventory controller
* management and control of shop floor and space
* Forward planning and inventory replenishment
* Review and act on customer feedback
* Managing supplier accounts. Ensuring all supply terms are honoured.

Feb 2016to Dec 2016 - **Capital Shoppers Supermarket**

**Cashier**

* Receiving cash payments for items and as well make credit sales for the company.
* Making refunds on default items as well as making exchanges for damaged items.
* Balancing off the daily reports of all cash received as well as recording credit sales made.
* Making prices changes for new items as well as discounting items on promotions.

Dec 2012- June 2013 **Capital Shoppers Supermarket**

**Sales**

* Directed customers how certain items were used as well as cross checking expiries for the items.
* Restocking items and ensuring all items were priced correctly as in the systems.

June 2014 – July **Centenary Bank**

**Banking intern**

* Provided all requirement slip for accounts openings as well as explaining attached monthly charges to different accounts.
* Recorded and reviewed opened up accounts to ensure that all required instructions were followed. For pending accounts, a follow up on those customers was made which included sending messages and making calls to those customers.
* Recorded cheques, A.T.M deposits and draft on a daily basis as well as balancing accounts in accordance to systems figures.

**Loans sections**

* Processed financial cards for prospecting creditors. This involved first holding committee meetings where evaluations of the applied for loan and its recovery was made.
* Verified collateral securities that were pledged in favor of the applied for loans before a decision was made.

**SKILLS**

* **Communication skills –** can demonstrate oral and written communication skills at work place and business management.
* **Team work** –Can make effective contributions as both a team leader and a team member in different projects. Have been an active member and leader all through my academic journey.
* **Computer Application Competencies–** Very good skills in use ofMicrosoft office application inMicrosoft word, Excel, Power Point and Access
* **Accounting application competence-** Very good skills in both data entries and accounting in quickbooks,grocery management,tally and star retail software applications.

**HOBBIES**

* Playing netball
* Debating
* Reading

**LANGUAGES**

* + English Excellent Spoken and good written
	+ Luganda Excellent Spoken and very good written

**DECLARATION;**

I Takia, hereby declare that the information given on this resume is correct to the best of my knowledge and belief; I fully understand the legal implication of what I have stated above.

**Takia**