

**Name : Cissy**

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**Executive profile:**

With ability to influence, motivate, result oriented and lead people - staff, prospects, through effective communication and personal interaction skills.

Looking for new career to achieve a challenging, responsible and professionally rewarding place, where I can utilize my academic qualifications, technical expertise and experience.

**Objectives:**

Looking forward to building an extensive range of technical skills within a suitably challenging role. Keen to achieve further professional development.

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**EDUCATIONAL BACKGROUND**

Bachelor of Commerce External

Makerere University Kampala Uganda,

January 21st, 2009

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**EMPLOYMENT HISTORY**

* *Finance Assistant*
* *Rides and Attractions Operator*
* *Accounts Assistant*
* *Sales Associate*

February 2017 – Present – Farah Experiences

***Finance Assistant (Finance Department)***

**Descriptions:**

* To handle and responding to incoming calls and correspondence
* To reconcile total cash collections by all cashiers and Bank it on the same day.
* To keep, pay, balance and Post Petty Cash in Oracle Monthly.
* To handle any filing required in the department and ensuring the necessary documents and records are updated and filed correctly
* To update any regular trackers, excel sheets or reports
* To raise service requests for maintenance required in the department
* To prepare the “Daily Revenue Report”
* To issue cash change to Cashiers
* To issue wristbands, vouchers and Silver/Gold bands to Cashiers
* To maintain inventory report for all kinds of wristbands, unused tickets and annual pass cards
* To track online payments and receipts in Bank by customers.
* To consolidate foreign currency collections and convert to local currency
* To issue payment for petty cash reimbursement, cash advance and temporary house fund to Cashiers
* To reconcile credit card, online or web transactions, foreign currencies, cash, vouchers and other tenders which are equivalent to cash.
* To verify documents from void & refund, promotion and discounts are properly submitted by the Cashier
* To arrange cash change from the bank with company provided vehicle
* To prepare daily Sales Report and send the Overage & Shortage Report to respective departments for feedback
* To perform spot audit to Cashiers and other Colleagues who have cash float
* To print complimentary and reservation tickets
* To carry out any other task provided by the Cash Control Team Leader or Cash Control Manager related to company

November 09, 2014 - February 02 2017 - Farah Leisure Parks and Management

***Rides and Attractions Operator FWAD***

**Description:**

* Successfully and professionally handle all guests without fear or favors.
* Queue management on the Ride by balancing people by self-empowerment.
* Making guests satisfaction by entertaining giving best abilities to satisfied.
* Knowledgeable and trained about all the company’s mission. Vision, core values, brand promise, strategy and key performance indicator.
* Successfully operating the rides without any record of incidents, accidents or injuries to guests.
* Timely and clearly done all the task and paper work during work.
* 100% attending record on duty with on time.
* Easily get along with colleagues and managed to build a strong team work for the smooth running of work.
* Successfully and professionally finished the cross training in Finance (Accounts Payable) with Farah Leisure Parks Management.
* Finished my 6months probation period without any warnings or Disciplinary from my managers.

July 01, 2012 – May 02, 2014 - Lake Bounty LTD

***Accounts Assistant (Administration)***

**Description**

* Daily posting of all cash expenses incurred and cash Revenues and reconciliation of the

Cash report at the end of the day.

* Daily posting of all sales both local and international to individual ledger accounts
* Daily reconciliation of Customer accounts (Exports) in terms of quantity and value of their

transactions in Tally.

* Daily computation of wages and incentives for all the production casual labours using

Excel.

* Daily follow up of attendance for all employees.
* Daily posting of Bank receipts from customers (Importers) on their individual ledgers.
* Daily stock updates as in raw receipt, production and dispatches using tally.
* Stock reconciliation using tally report and the physical report by the production Manager.
* Monthly computation of input V.A.T to be claimed from Uganda Revenue Authority.
* Weekly reconciliation of percentage of wages paid with the total production over the

Week.

* Monthly Bank reconciliations using Tally.

January 10, 2010 – December 02, 2011 –Woolworth International

***Sales Assistant (Fashion & Retail)***

**Description**

* Greet customers, offer assistance and serve them in order to ensure their needs are answered in a timely manner and in compliance with quality and customer service standard
* Assist customers in their purchase decisions by helping them select relevant and appropriate products, offering proper advice and suggesting gift vouchers when applicable
* Arrange and replenish on a continuous basis the shop shelves and ensure that the shop floor and shelves are kept clean and tidy at all times
* Watch for and prevent security risks and thefts and escalate occurring incidents to the hierarchy in a timely manner in order to avert loss
* Perform physical and electronic inventory of shop products on a regular basis as per Company guidelines in order to ensure accurate stock keeping
* Arrange and display received merchandise under the direction of the Merchandiser/Shop Manager; change tag prices of products during promotion periods or as needed

**TRAINING:**

Core Competency Overview – November, 2014

FWAD Ramadan Etiquette – May, 2015

FWAD Be There & Choose Your Attitude – December, 2014

FWAD Maintain a Positive Attitude – December, 2014

FWAD Own and Innovate –December, 2014

FLPM –Accounts Payable – July, 2015

FLPM Leader in You – February, 2016

FLPM Business Email Etiquette – January, 2016

FLPM Finance Oracle Training – July, 2015