**PROFILE:**

An Senior bursar, secretary,sales lady, accountant,and security guard; aspiring to imply skills and expertise for the betterment of the organisation **with over 10 years** of innovative experience in various areas of school and office within multi-cultural environment.

- Well organised, excellent team player with the ability to communicate with ease and capable of handling multiple tasks simultaneously to meet deadlines under pressure.

- Growth oriented individual with a proficiency to solve issues and problems related to tasks on site in a creative manner.

- Overall education and work experience permit to gain a strong knowledge in the rules, regulations, customs, and provide strong managerial and communication expertise to manage and execute complex tasks.

- Skilled to manage key account relationships with proven ability and work proactively in a complex, tight tasks schedules with ease.

**PERSONAL DETAILS:**

Nationality: Ugandan

Gender: Female

Marital Status: Single

Languages Skills: English, Ugandian

**EDUCATION:**

**ITD IN COMPUTER (IT Foundation, Internet Foundation, Ms Word, Axcel, Access, Power Point) at Royal Institute of Science And Technology in Al Ain UAE. The Diploma will be from Cambridge.**

September – November Currently.

**Bachelor of Arts Business Administration& Management, Fairland University Jinja Uganda**

2008 – 2011

**Certificate in Computer Literate, Computer Land Mukono Uganda.**

2002

**Diploma in Stenographer/Secreterial Duties, Mabarara Commercial Professional Institute, Mbarara, Uganda**

1995 – 1997

**A level Certificate UACE, Berkerely’s Secondary School**

1994 – 1995

**O level Certificate UCE, St Clement SSS Nkoni Masaka, Uganda**

1990 – 1993

**PROFESSIONAL TRAINING:**

**Certificate of Training and Service, Tight Security Limited Bukoto Kampala Uganda.**

2011 – 2012

**AREAS OF EXPERTISE:**

• Excellent oral and written communication skills.  
• Great attention to detail  
• Strong interpersonal and analytic skills  
• Strong banking concepts  
• Demonstrated ability to work in a fast paced environment.

• Proficient in using computers and other office equipment

• Functional knowledge of performing specialized tasks such as personal money orders  
• Able to record all transactions in a prompt and efficient manner  
• Highly skilled in cashing checks, accepting deposits and loan payments, and processing withdrawals

**PROFESSIONAL EXPERIENCE:**

**RECEPTIONIST CUM FILLING AND GENELAR ASSISTANT with Khidmah LLC UAE**

**Location: Reem Island Sun & Sky one year and January 12th transferred to a new company contract at Zayed Higher Organisation for Humanitarian Care and Special Needs and every Friday at the National Museum Al Ain . Al Ain Currently.**

January 2014 till date

* Keep all areas clean and tidy using cleaning materials.
* Housekeeping order of cleaning materials in economical way and safe use of housekeeping supplies and equipment.
* Completing daily and weekly cleaning schedules.
* Removing any broken or damaged furniture, productive reporting of all Health and safety issues.
* Disposing of rubbish from rooms, taking it to the skip. Managing material costs and minimizing wastage.
* Maintaining an organized system for the storage and ordering of house hold materials.
* Well coming clients/guests
* Registering in and out for guests and clients.
* Helping in filling system and recording any document needed from the file.
* Photo copying documents.
* Laminating documents.
* Typing memos and other letters or documents as assigned.
* Typing work.
* Scanning clients information and documents.
* File finding inorder to get information of a client.
* Arranging meeting Halls.
* Delivering and distributing files, letters, faxes, to different departments or offices.
* Receiving and forwarding calls.

**Bursar/Secretary at Kings Way Senior High School, Kibaale, Uganda**

2009–2013  
Mainly involved in areas of general management and Administration  
• Purchasing, either directly or through a purchasing group, all goods and services for the school.  
• Arranging for staff accommodation and dealing with the letting property to school employees and third parties, ensuring that the appropriate leases and licenses to occupy are signed by the tenants  
• Acting as correspondent with the Department for Education and being responsible for the records and return required  
• Advising on and taking the appropriate physical security measures within the school for protection of both staff and pupils

• Maintaining contact with the statutory authorities and other organizations  
• Overseeing the management of the school shop and uniform shop

• Overseeing the management of the laundry facilities

• Ensure that catering areas meet the requirements for hygiene and food safety  
• Managing the maintenance of the lighting and ventilation in all school buildings.

**Accountant at Kyetume Community Based Health Care Programme, Mukono,Uganda**

2003 – 2008  
• Assist in preparation of monthly balance sheet account reconciliations. Posting of supplier invoices and employee expenses claims to the ledger accounts.   
• Preparation of bi-weekly invoice and expenses claim payments runs.

* Conducting regular business reviews of financial performance.
* Preparation and posting in of month end journal vouchers.
* Responsible for financial accounts including budgets and cash-flow. Conversant with PAYE and Vat reconciliations.
* Inputting, matching, batching and coding of invoices. Debtors and creditors reconciliations.

**Bursar/Secretary at Kyetume SDA Primary School Mukono, Uganda**

2000 – 2002

• Maintaining contact with the statutory authorities and other organizations  
• Overseeing the management of the school shop and uniform shop

• Overseeing the management of the laundry facilities

• Ensure that catering areas meet the requirements for hygiene and food safety  
• Managing the maintenance of the lighting and ventilation in all school buildings

**Accountant/Sales Lady at Kadifa Dev’ts Ltd Kayunga, Uganda**

1997 – 2000

* Serving customers at the sales counter.
* Offering face to face advice to customers on how to store products.
* maximizing store revenue by suggesting upgrades, insurance and add-ons to customers.
* Processing returns and refunds as required in line with the company procedures.
* Occasionally being responsible for the stores security including being its key holder.
* Using the stock management system to log, check, locate both in and out of the store.
* Responsible for the daily management of the till the absence of the senior members.
* Ensuring that all areas are clean and adhere to the company’s clear floor policy and health and safety requirement.
* Making sure that any item which is removed from a display column is replaced immediately after sale.
* Handling customer’s complaints in a calm manor.
* Managing cash and payment system in accordance with the company producers an policies.



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