

## CURRICULUM VITAE

NAKAGANDA CHRISTINE

Sex: Female

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Email: cnakaganda@gmail.com

### PERSONAL SUMMARY

I am graduate of Business Administration with a major in accounting. A highly motivated person, hardworking, loyal and honest. I work well with a team of optimistic teammates like me but also on my own since I like setting goals which i shall achieve. I am a goal oriented lady with good listening skills and so passionate about self-development, learning and changing people's lives for the better.

### EDUCATION BACKGROUND

**2019-2023:** Makerere University Business School

Bachelor of Business Administration (BBA) with a Second Class Hons

**2017-2018:** St Mary's Secondary School Kitende

Uganda Advanced Certificate of Education (U.A.C.E) with 17 points

**2013-2016:** Seeta High School

Uganda Certificate of Education (U.C.E) with 26 aggregates

**2006-2012:** Sheehan Standard Primary School

Primary Leaving Examinations (P.L.E) with 10 aggregates

### EXPERIENCE

Finance and Procurement Officer at Darien Café SMC Limited

Tasks

#### UNDER THE ACCOUNTING AND FINANCE DEPT

- Filling tax returns for example VAT and PAYE using URA website
- Invoicing with the IFRIS URA system
- Operation of Odoo system for efficient management of the different systems of the company .For example Point of Sale Purchases, Inventory, accounting
- Preparation of sales reports on a daily, weekly and monthly basis to determine the sales flow
- Preparation of Financial statements with the use of the Odoo Accounting System
- Intern Supervisor

- Attending career and development conferences

#### UNDER PROCUMENT DEPARTMENT

- Inventory management. This involved stock taking, replenishment of supplies, organization of shelves in the store, issuing out of items from the store, stock verification
  - Preparation of budgets. For example weekly supply's budget to determine the expected weekly expenditure.
  - Preparation of requisitions for outstanding items required for production to take place
  - Negotiations with suppliers so as to create a win-win situation
  - Purchasing of products both on ground and via online
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- Preparation of petty cash accountability reports
  - Record keeping

Intern at Joint Medical Store Adonga Ware house

#### Tasks

- Data entry and change of markups in the system
- Inventory Management and stock taking
- Verification of files and reports
- Record keeping

Trainer at Golden Secondary School

#### Tasks

- Taught learners how to make liquid soap
- Talk to learners and motivate them

#### SKILLS

- Good computer skills basically with Microsoft office packages like Word, Power Point, Project Management and Excel
- Interpersonal skills. I can work with new people
- Accounting skills like Preparation of basic financial statements
- Good communication skills
- Team work involvement
- Procurement skills. I carryout purchases and sales for my small business
- Entrepreneurial skills. I make and sell soap
- Leadership skills

## LANGUAGE FLUENCE

LANGUAGE	SPOKEN	WRITTEN	READING
English	Excellent	Very good	Excellent
Luganda	Very good	Very Good	Good

I have strong interest in learning French and Swahili

## EXTRA CO- CURRICULAR ACTIVITIES

- Music Dance and Drama
- Community service
- Videography
- Chess learner

## OTHER IMPORTANT BUSINESS

- Member and volunteer of Rotaract Club of Nakawa (MUBS) Under the project directorate
- Volunteering member of Community Altruism Fraternity and I am on the team in charge of soliciting and collecting items donated to the unprivileged.
- Former Member of the Accounting Students Association of Makerere University (ASAMU)
- Former Patriot and mobiliser in secondary school

## INTERESTS

- Touring and travelling new places and game parks
- Nature lover
- Serving God
- Music dance and drama
- Meeting new people
- Baking
- videography

## REFEREES

### 1. MR.BRIAN AINEBYONA

Head Accounts Department

Joint Medical Store Adonga Ware House,

Tel: 256704367739

### 2. MR.KAGANDA NICKSON MAGEMBE FRANCIS

Brinas Development Services Limited Kampala

Tel: 256779915369

### 3. MR.KALEMA GIDEON

Former President of the Rotaract Club of Nakawa (MUBS) 2023

Tel: 256757994000/0778977686

Gmail: [kalemagideon1@gmail.com](mailto:kalemagideon1@gmail.com)

**4. MISS TUSIIME PROVIOUS**

MANAGING DIRECTOR, DARIEN CAFÉ SMC LTD

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