

## **CURRICULUM VITAE**

Nakalema Rose  
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Date of Birth: 19 October 1990

### ***Academic qualifications:***

2021- in progress, Makerere University: Masters of Human Resource Management

2019, Uganda Institute of Banking and Financial Services: Certified Professional Banker

2014, Makerere University: Bachelor of Science in Finance 2009, St Maria Gorreti ss Katende: UACE

2007, Our Lady of Good Counsel SS Gayaza: UCE

### ***Work History***

#### ***Accountant(Asha Batenga's Cakely Cafe)***

- Data entry using MS Excel, Odoo Accounting Package
- Petty Cash management
- Accounts reconciliation
- Payroll management and HR
- Stock management
- Taxation

#### ***Finance Assistant(BF SUMA- Uganda)***

- Prepare consignments for dispatch and record payment on a timely basis and accurately.
- Process cash advances and reimbursements for staff.
- Daily update of the sales summary and reconciliation of the bank statement
- Reconciliation of payable accounts with supplier statements.
- Record sales on the EFRIS platform

- Provide support and guidance on finance policies and procedures to the non-finance staff, field finance team.

- Perform any other duties as may be assigned from time to time by the supervisor.

***Accountant (Netis Group- Uganda)***

- Review of partner financial reports monthly to ensure it's in line with the budget and also provide support to the partner Finance team.

- Conduct daily cash counts in the absence of the Management Accountant to ensure proper management of cash.

- Consolidate cash flows from the various projects to generate the cash request from head office on a monthly basis.

- Reviews of all excel cashbooks and supporting documentation from Kampala and field offices.

- Bank errands, this includes making cash withdrawals and deliveries of instructions to the bank.

- Management and monitoring of cash requirements of the various field offices to ensure the funds are readily available and sufficient to facilitate program's activities. • Prepare timely and accurate Payroll on a monthly basis with support from Human resource officer and ensure all pay slips are delivered to the staff.

- Prepare terminal benefits and gratuity for staff exiting the organization.

- Prepare and file statutory remittance such as PAYE, VAT, and NSSF every month on a timely basis.

- Provide support and guidance on finance policies and procedures to the non-finance staff, field finance team.

- Ensure that hard copy documents are filled and archived in accordance to the project documentation

- Provide guidance, training and daily supervision to the Finance Interns. ***Accounts***

***Assistant (Coffee at Last)***

- Review of the supporting documentations and ensuring the correctness of these documents before processing the payments using the straight to bank system of payment. • Management and monitoring of cash requirements of the various field offices to ensure the funds are readily available and sufficient to facilitate program's

activities. • Prepare timely and accurate Payroll on a monthly basis with support from Human resource officer and ensure all pay slips are delivered to the staff.

• Prepare and file statutory remittance such as PAYE, VAT, NSSF on a timely basis. • Bank errands, this includes making cash withdrawals and deliveries of instructions to the bank.

• Support Management Accountant with preparation of monthly financial reports. • Participate in the end of month process by preparing bank reconciliations for the various bank accounts, the various journals and ensuring proper coding of transactions. • Ensure proper filling and maintenance of finance documents for future references.

***Achievements:***

I have processed accurate and timely payroll for over 280 staff in the past 3 years. I have been able to provide timely reports for end of month closures.

Finance Intern (National Forestry Research Institute- NARO)

***Other Relevant Experience:*** In the months of November 2009-August 2013, I worked with Kyelima General Hardware in their transition to QuickBooks accounting package. I was doing data entry into the system and filling of the documents. This helped me with practical understanding of the package.

Abilities:

• Working for long hours under minimum or no supervision • Managing multiple tasks, priorities and time management.

• Professionalism, Accountability & Transparency and high integrity

Referees:

**Ivan Walusansa**

Human Resource Manager, BF SUMA Uganda

0700 453 185

**Prossy Namutebi**

Treasury Accountant, Netis Group Uganda

0757 006 735

**Joseph Kyazze,**

Accountant, Coffee At Last

0705 080 909