

**CURRICULUM VITAE**

Name: Herman Bamweyana

Nationality: Ugandan

Date of Birth: 1st January 1995

Marital Status: Single

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Current location: Dubai, UAE

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HEADLINE:

Visionary goal-oriented accountant with an in-depth knowledge of relevant accounting softwares.

 SUMMARY:

 Proficient in accounting across multiple environments. Adept at all functions of accounting including balancing sheets, processing payments, managing accounts payable, and providing administrative support.

Also proficient in quick books, SAP, and other accounting software platforms and applications that may be used. Dedicated to providing exemplary work and supporting the overall mission of the department and company.

CAREER OBJECTIVE:

Currently I am looking for a challenging role to utilize organizational skills, experience, educational background prior to the accounting and finance sector.

STRENGTHS:

 Great enthusiasm and a pleasing personality with keen focus on meeting and exceeding company expectations, good problem solving and complaint management skills, and meeting deadlines.

 **WORK EXPERIENCE**

 **Company:**  Almasa Almodea Contracting L.L.C March 2019 to June 2019

 **Job:**  Junior accountant

 **RESPONSIBILITIES:**

* Posting and processing journal entries to ensure all business transactions are recorded
* Tracking and monitoring accounts receivable
* Issuing and preparing invoices
* Tracking and monitoring accounts payable
* Performing reconciliations
* Assisting in the processing of balance sheets, income statements and other financial statements
* Adhering to legal and company accounting and financial guidelines
* Assisting with reviewing of expenses
* Updating financial data in a timely manner
* Ensuring that information is accurate
* Reacting in a timely manner if the information is not accurate
* Developing KPIs
* Measuring KPIs and preparing reports
* Assisting with other accounting projects

**Company:**  Almasa Almodea Contracting L.L.C Nov 2018– March 2019

**Job**: Construction labourer

 **Responsibilities:**

* Clean and prepare construction sites by removing possible hazards
* Load or unload building materials to be used in construction
* Help craft workers with their duties
* Operate or trend equipment and machines used in construction
* Follow construction plans and instructions from supervisors or more experienced workers
* Dig trenches backfill holes, or compact earth to prepare for construction
* Building

**Company:** Mukono municipality, Mukono Uganda January 2017 to June 2017 **Position Held:** Accounting intern

**RESPONSIBILITIES:**

* Shadowing members of the Accounting department as they perform their duties.
* Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.
* Preparing financial reports, such as balance sheets and income statements, invoices, and other documents.
* Working with bookkeeping software.
* Handling sensitive or confidential information with honesty and integrity.
* Learning how to work as part of the Accounting team to compile and analyze data, track information, and support the company or clients.
* Taking on additional tasks or projects to learn more about accounting and office operations.

**Company:** Vero Natural Mineral Water, Mukono Uganda August 2015 to December 2016

**Position Held:** Ware house supervisor

**RESPONSIBILITIES:**

* Supervise day-to-day operations in a warehouse.
* Supervise loading and unloading operations.
* Prepare shipping documentation and other related paperwork.
* Supervise forklift and pallet jack operations.
* Order, receive and maintain equipment, materials and tools.
* Supervise counting, weighing and identifying of materials meant for shipment.
* Check materials against customer orders, picking lists and billings.
* Develop annual department budget.
* Check and verify materials in warehouse periodically.
* Maintain records of equipment, materials and products.
* Monitor CCTV

# COMPUTER SKILL

* Certificate in computer application
* Packages: Ms Word, Excel, Access, Power Point and Internet, Quickbooks

**ACADEMIC QUALIFICATION**

* Bachelor in Quantitative Economics.
* A level certification (Advanced)
* Certification in Customer Care
* ACCA (at the final stages of completion)

# Interests

Meeting people, Music, Reading, Adventure travel

**Reference:** Available on request

Unrestricted