**CURRICULUM VITAE**

**NYULYA KIZITO MWAYE**

**PERSONAL DETAILS**

**Address** : Ndejje-Luga,Wakiso

**Nationality** : Ugandan

**Sex**  : Male

**Date of Birth** : 2nd May 1996

**Telephone** :Cell: +256-755486032/+256-787904995

**E-mail Address** :*nyulyak44@gmail.com.*

**KEY SKILLS AND COMPETENCIES**

* Accounting and financial management
* Computer literate
* Leading by example, providing clear management and leadership.
* Good office management skills and computing skills.
* Organizing maintenance of systems, document records, space management, etc.
* Self-motivated with the ability to work on own initiative.
* Ability to come up with own ideas to take the company forward.
* Experience of forward planning and team management.
* Able to motivate a team and have excellent people management skills.
* Report monthly on office progress, identifying areas of concern or improvement
* Overall responsibility for the smooth running of the office.
* Good all round Financial and Marketing Techniques
* Excellent Customer Handling.

**PROFESSIONAL WORK EXPERIENCE**

**MWAYE GENERAL ENTERPRISE (April 2020 to November 2020)**

**Duties and Responsibilities:**

* Accounting and closing off different ledgers

**KYELIMA GENERAL HARDWARE**. **Assistant Accountant (May 2021to August 2021)**

**Duties and Responsibilities:**

* Data Collection.
* Entry of Data into the Consolidated System
* Verification of Data.
* Analysis of Data
* Data Filling
* Procuring
* Marketing
* Use of EFRIS

**EDUCATIONAL BACK GROUND**

**Ndejje University: 2018-2021**

Bachelor of Accounting and Finance

**Kitebi secondary school: 2015-2017**

Uganda Advanced Certificate of Education (UACE)

**Najjanankumbi senior secondary School: 2014-2015**

Uganda Certificate of Education (UCE)

**Jinja College: 2009-2013**

**COMPUTER SKILLS:**

Accounting Software: Tally ERP

EFRIS

MS Office& its peripherals

Other: Internet use

**LANGUAGE PROFICIENCY**

LANGUAGE SPOKEN WRITTEN

English Excellent Excellent

Lugwere Excellent Fair

Luganda Good Good

**HOBBIES AND INTERESTS**

* Reading,
* Listening to music and News
* Traveling
* Interacting
* Voluntary work

**REFERENCE**

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| --- | --- | --- |
| NAME | TELEPHONE | E-MAIL |
| Wangolo Davis(Operational manager M-kopa) | 0704690785 | wangolodavis@gmail.com |
| Katula Samuel(Accountant kyelima general hardware) | 0753843111 | katulasamuel@gmail.com |
| Nakawuka ziadah(marketing manager kyelima general hardware) | 0706122188 | nakawukaziadah@gmail.com |