

Curriculum Vitae – WANDERA JUDE

Personal Details

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| Name | WANDERA JUDE |
| Date of Birth | 30/06/1995 |
| Nationality | UGANDAN |
| Languages | ENGLISH/LUGANDA/SWAHILI/GISHU/LUGWERE |
| Email Address | Wanderaj12@gmail.com |
| Phone Number | +256704474980 |

Qualifications

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| 2023-Enrolled | Certified Public Accountants-ICPAU |
| 2016-2018 | Uganda Diploma In Business Studies(Accounting)- Uganda College of Commerce Tororo |
| 2015-2015 | Certificate In Business Studies(Accounting)-Uganda College of Commerce Tororo |
| 2010-2013 | Uganda Certificate of Education – Millenium Universal College |
| 2002-2008 | Primary Leaving Examination-Iganga SDA School |

Employment History

Key Functions

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| Finance Office 2023 MIFUMI | <ul style="list-style-type: none">-PHC& RBF Accountability and reporting-Petty cash Accountability-Writing payment vouchers, requisitions and posting cashbook-Donor fund accountability |
| Accountant 2023 Meritoria Hotel Ltd | <ul style="list-style-type: none">-Tax preparation service-Filling monthly returns that is PAYE, VAT, NSSF, WHT-Payroll management-General management of hotel finance activities |
| Accounts Assistant 2017-2018 Rock Classic Hotel | <ul style="list-style-type: none">• Maintaining the general ledger (Recording expenditure, receipts, monthly trial balance, accruals & prepayments and year-end trial balance).• Maintaining the cash book activities (Recording payments & receipts to petty cash book, preparing payment vouchers, posting payments from payment vouchers to the cash book, bank reconciliation, advance payments and monthly procedures)• Maintaining a fixed asset register (Recording opening asset balance, recording additions of fixed assets, calculating & posting depreciation expense)• Carryout internal control procedures. |

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- Deliver excellent customer service at all times.
- Assist in keeping the hotel reception area clean and tidy at all times.

- Deal with all inquiries in a professional and courteous manner, in person, on telephone, and via email.
- Administer to all reservations, cancellations and no-shows in line with company policy.
- Keep up to date with current promotions, and hotel pricing to provide information to guest on request while maximizing bedroom sales opportunities.
- Provide reports as required to the housekeepers and management.
- Fulfill all reasonable requests from guests to ensure their comfort, satisfactions and safety.

- Maintain payroll procedures and policies.

- Procurement of goods and services

- Preparation of annual financial statements

- Maintain budget and budgetary controls

- Monitor accounting control checklist

- Prepare and maintain charts of accounts.

Achievements

- Achieved meeting deadlines and hitting targets.
 - Professionalism in team work, ensure speed and accuracy in execution of duties.
 - Professionalism in record and book keeping.
 - Achieved accuracy in proposal writing, time management, self-confidence and self-motivation
 - Research skills attained on general market trends.
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Computer Skills

Internet

Advanced

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| Sage Line 50 Financials | Advanced Accounting system |
| Zoho books accounting | Advanced Accounting system |
| MS Office | Advanced |
| MS Word & MS Excell | Advanced |
| MS Publisher | Advanced |
| MS PowerPoint | Advanced |

REFEREES

1. OKELLO JASPER
ACCOUNTANT
Rock Classic Hotel
0776506920/+25670150692
2. ATYANG BEATRICE
CORDINATOR
MIFUMI DIVISION
0772554380-beatriceatyang@mifumi.org
3. CAROLYNE LOYCE MODO
MANAGER
MERITORIA LTD
0752736679-manager@hotelmeritoria.com

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