

Steven Ssewanyana

RESUME


Personal details

 Steven Ssewanyana

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 +256775964372

 plot 1 and 3 Nasser Road,
kampala(Uganda),
9516 kampala

 September 7th, 1991

 kampala

 male

 ugandan

➤ I look forward to rewarding experiences as well learning opportunities within the fields of economics, accounts and finance. I am a dependable, agile, self-driven and focused individual with a passion for excellence and continued professional development.

Skills

Business communication ●●●●●

Microsoft Office suite ●●●●●

Accounting spftware
mainly Tally ERP and
Quickbooks ●●●●●

Teamwork ●●●●●

professionalism and
discretion ●●●●●

willingness to learn new
concepts ●●●●●

Creative and Assertive ●●●●●

Education

Bachelor of commerce Jan 2012 - Dec 2014
makerere university, kampala
Majored in accounting

Uganda certificate of Education(U.A.C.E) Jan 2009 - Dec 2010
Mengo Senior Secondary School, Kampala

Uganda Certificate of Education(U.C.E) Jan 2005 - Dec 2008
Kings College Budo, Wakiso

Employment

Associate Director Dec 2015 - Present
Mwesekana Enterprises Ltd, kampala

- Reporting to the director or executive director on positions of current rental deposits ascertained over a specific period of time.
- Ensuring loan schedules and installments are paid in due time to avoid any issues with the banks affiliated to the entity.
- Preparing overall performance reports and presentations.
- Acting as a project manager within departments.
- Maintaining organizational effectiveness and tracking performance of all company employees at all levels.
- Creating budgeting plans for projects or departments.
- Providing support to department leaders.
- Making creative decisions for the company.
- Determining new policies and procedures.

Financial Controller Jun 2019 - Present
Sewar Finance Ltd, kampala

- Receive cash payments and reconcile client accounts.
- Approve loans requests and provide for disbursements.
- Complete purchase orders.
- Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- Perform petty cash counts for the business.
- Verifying balances in account books and rectifying discrepancies.
- Verification of bank deposits.
- Prepare bank reconciliations at month end.
- Recording office expenditures and ensuring these expenses are within the set budget.
- Encoding accounting entries for data processing.
- Sorting financial documents and posting them to the proper accounts.

Internships

Intern Accounts Department Jun 2014 - Aug 2014
Ntake Bakery and Company Limited, Kampala

- Assisting in the collection and preparation of monthly financial reports.
- Maintaining journal and general ledger entries.
- Coordinating with the accounting officer during audits and annual forecasting.
- Communicating with the accounts payable manager and accounts receivable manager to track pending invoices.
- Undertaking data entries and balance sheet reconciliations.

Reliability And Motivation ●●●●●

Languages

English ●●●●●

Hobbies

- Travelling
- charity
- squash
- swimming
- worship

- Assisting the accounting team in researching and analyzing our financial data.
- Maintaining accurate and detailed inventory records.
- Performing administrative duties such as preparing invoices and updating accounting files, as and when required.
- Cross-checking financial statements and data for accuracy.
- Using accounting software especially Tally ERP when performing accounting duties such as generating financial reports.
- Assisting the payment processing team in undertaking credit checks.
- Adhering to the current accounting principles when performing accounting duties.
- Ensuring completion of assigned tasks as per the timeline provided.
- Preparing and verifying expense reports and statements.

References

Sebulime Absolom, Head policy and Planning
Directorate of Government Analytical Laboratory, Ministry of Internal Affairs, Kampala
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Florence Nakalanzi, Economist
Ministry of Finance, Planning and Economic Development, Kampala
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