

# CURRICULUM VITAE

## BIODATA

**Surname** : Nyangoma  
**Other name** : Ritah  
**Nationality** : Ugandan  
**Sex** : Female  
**Marital status** : Single  
**Date of birth** : 7<sup>th</sup> June, 1995  
**Telephone number:** +2560774097726  
**Email** : nyangomaritah70@gmail.com

## PERSONAL PROFILE:

I am ambitious, highly motivated, confident, and hardworking, with a flexible approach to work. I have strong communication and interpersonal skills, excellent administrative skills, good report writing skills, excellent team player, and a good client-focused attitude.

## CAREER OBJECTIVE:

To be employed in a challenging position which is in a convenient social work environment where I can get the opportunity to contribute my knowledge and practical skills and at the same time learning more as I progressively advance in my career. I also aim at building a career that is result oriented.

## EDUCATION/TRAINING BACKGROUND

PERIOD	SCHOOL/INSTITUTION	AWARD
2016- 2019	Makerere University Business School	Bachelors Degree of Business Administration (accounting)
2014 – 2015	St Peters Naalya Secondary School.	Uganda Advanced Certificate of Education (U.A.C.E)
2010 – 2013	St. Mary's College Lugazi	Uganda Certificate of Education (U.C.E.)

## WORKING EXPERIENCE

**June to July 2018: National Water& Sewerage Corporation.**

**Title: Internship**

### Duties:

- Invoicing clients
- Carrying out meter audits

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- Compile and analyze financial transactions to ensure they are billed.
- Reminding clients to clear pending bills.
- Data entry
- Writing reports
- Filling reports

**From July 2019 to Date: HLB Jim Roberts Certified Public Accountants**

**Title: Auditor**

**Handled clients and responsibilities as a team leader and team member.**

<b>Client: Uwezo Uganda</b>	Internal Audit and the assignment entailed: verifying the organization's transaction records, internal policies and if they are put into practice.
<b>Client: Uganda Red Cross Society</b>	Internal Audit and the assignment entailed: verifying transaction records of the organization's branches internal policies and if they are put into practice.
<b>Client: Uganda National Association of Community and Occupational Health (NGO)</b>	Statutory Audit and the assignment entailed: verifying expenditure and income records of the organization and recommend improvement where necessary.
<b>Client : Mt Harvest Limited</b>	Statutory Audit and the assignment entailed: verifying the company's expenditure, incomes, balance sheet items and recommending the lapses noticed.
<b>Client: Swan Air Travel and Safar</b>	Statutory Audit and the assignment entailed: verifying the company's expenditure, incomes, balance sheet items, report making and recommending the lapses noticed.
<b>Client: Unistrong Limited</b>	Statutory Audit and the assignment entailed: verifying the company's expenditure, incomes, balance sheet items, report making and recommending the lapses noticed.
<b>Client: Rotary Club of Entebbe Ltd</b>	Statutory Audit and the assignment entailed: verifying the company's expenditure, incomes, balance sheet items, report making, recommending the lapses noticed and presenting the report during AGM

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**Client: Rotary  
Country Office  
Uganda**

Statutory Audit and the assignment entailed: verifying the company's expenditure, incomes, balance sheet items, report making and commended the lapses noticed

**Client: Kabale  
diocese Rushoroza  
Hospital**

Statutory Audit and the assignment entailed: verifying the company's expenditure, incomes, balance sheet items, report making and commended the lapses noticed

**Client: Mukwasi  
General Contractors**

Statutory Audit and the assignment entailed: verifying the company's expenditure, incomes, balance sheet items and report making.

### SKILLS GAINED FROM THE EXPERIENCE

- Strong verbal and written communication skills
- Team work
- Computer skills
- Report writing skills

### COMPETENCES, SKILLS AND ABILITIES

- Efficient time manager
- Self-driven.
- Good interpersonal skills

### INTERESTS AND HOBBIES

- Meeting new people
- Swimming
- Travelling

### LANGUAGES

LANGUAGE	SPEAKING	WRITING	READING
English	Very Good	Very Good	Very Good
Luganda	Good	Fair	Fair
Rukiga	Very Good	Very Good	Very Good

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### REFEREES

Ms Tusigire Febrone.  
National Water&Swege Corporation.  
0706397425.

Mr. Tushabwe Ronald.  
Lecturer.  
Makerere University Business School.  
+256700814583.

Mr Ssemakula Joshua  
  
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0704 06 72 98.

### DECLARATION.

I NYANGOMA RITAH hereby certify that the information given above is true and complete to the best of my knowledge.



NYANGOMA RITAH