

**BIODATA**

**Surname** : **Nyakato**  
**Other name** : **Rebecca**  
**Nationality** : **Ugandan**  
**Sex** : **Female**  
**Marital status** : **Single**  
**Date of birth** : **7<sup>th</sup> June, 1995**  
**Telephone number** : **+2560774090806**  
**Email** : **[beckynyakato@gmail.com](mailto:beckynyakato@gmail.com)**

**PERSONAL PROFILE:**

I am ambitious, highly motivated, confident, and hardworking, with a flexible approach to work and always ready to face up to and resolve challenges. I have strong communication and interpersonal skills, excellent administrative skills, good report writing skills, excellent team player, and a good client-focused attitude and can work under extreme pressure under minimum supervision.

**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	Seroma Christian High 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

### 2021 to Date Customer Insights and Admin Officer: Uzima Chicken Duties: •

- Development and execution of phone surveys
- Diligently surface and resolve customer and smallholder farmer satisfaction
- Serve as the voice of the customer by identifying pain points and improvement area
- Maintain and update smallholder farmers and agent data base
- Developing monthly and weekly reports
- Identify and escalate data quality issues to Customer Insights Manager
- Serve as the face of Uzima at Office
- Records management of customer logs
- Organizing Office events such as training and meetings
- Managing Admin logistics
- Support Talent team with recruitment work

### 2019 to 2020

#### Accountant: Green Earth Limited

##### Duties:

- Receipting and invoicing clients
- Drafting demand notices
- Preparation of client ledges
- Filing of documents
- Preparing weekly reports
- Use of the AWAMO system to manage client data base
- Managing banking's and forex exchanges
- Verification of client details

### June to July 2018,

#### Audit department industrial training: Jim Roberts & Associates

##### Duties:

- Invoicing clients
- Organizing audit work papers and supplementary documentations
- Compile and analyze financial transactions to ensure they match provided detailed records
- Identify discrepancies of financial statements provided
- Data entry
- Writing reports
- Filling reports

## SKILLS GAINED FROM THE EXPERIENCE

- Analytical ability and attention to detail
- Strong verbal and written communication skills
- Team work
- Computer skills
- Report writing skills

## COMPETENCES, SKILLS AND ABILITIES

- Micro soft applications
- Efficient time manager
- Self-driven and result oriented
- 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
Runyakole	Very Good	Very Good	Very Good

**REFEREES**

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Ms Mwoga Ruth  
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