

# CURRICULUM VITAE

## **PROFILE SUMMARY**

I am an enthusiastic, dynamic and hard working person with extensive knowledge and experience in service field extension, accounting, cash flow management, project planning, stock control, procurement, database, budgeting, strategy, management, information technology, Sales, marketing, monitoring and evaluation. I am continuously aspiring to excellence and the highest standards of professionalism in finance contributing the best I can for the growth and sustainability of any organization I work with.

NAME: BESIGYE BURNET  
DATE OF BIRTH: 1<sup>ST</sup> NOVEMBER 1989  
DISTRICT OF BIRTH: SHEEMA  
MARITAL STATUS: SINGLE  
NATIONALITY: UGANDAN  
CURRENT ADDRESS: MPERERWE - KAWEMPE DIVISION, KAMPALA CITY  
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## **EDUCATION BACK GROUND**

PERIOD	INSTITUTION	QUALIFICATION
2019 to 2020	LONDON COLLEGE OF ACCOUTANCY PORTLOUIS	ACCA LEVEL ONE
2009 -2012	MAKERERE UNIVERSITY	BACHELORS DEGREE IN BUSINESS ADMINISTRATION. (FINANCE AND ACCOUNTING)
2007-2008	KITAGATA SS	UGANDA ADVANCED CERTIFICATE OF EDUCATION (UACE)
2003 -2006	KITAGATA SS	UGANDA CERTIFICATE OF EDUCATION(UCE)
1995 – 2002	RWAMPORORO PS	PRIMARY LEAVING EXAMINATION (PLE)

## **EXPERIENCES**

### ➤ **Manager, DYNAPHARM INTERNATIONAL MAURITIUS.**

From Jan/2018 to April/2023

#### Duties and Responsibilities

- Designing appropriate promotions, assessing performance of the said promotions and advising management.
- Developing strategic plans by studying business opportunities and financial opportunities then presenting recommending objectives
- Increasing management's effectiveness by identifying, recruiting, orienting, training, counseling and disciplining staff, communicating

values, strategies and objectives, assigning accountabilities, planning, monitoring and appraising job results, developing incentives and developing a climate for offering information and opinions.

- Holding meetings with leaders, sales team, staff every week and reporting to management on deliberations of the said meetings
- Supervising all departments, participating in monthly stocktaking, preparing purchase orders, clearing containers with customs and ensuring compliance.
- Coordinating and establishing procurement, production, finance, marketing, field and technical services policies and practices, coordinating actions with all stakeholders, community organizations and enforcing ethical business practices.
- Accomplishing subsidiary objectives by establishing plans, budgets and results measurements, allocating resources, reviewing progress and making mid-course corrections.
- Assuming full responsibility of an accounting officer in the market.

➤ **Management Accountant, DYNAPHARM INTERNATIONAL MAURITIUS.**

From Jan/2015 to Dec/2017. Duties and Responsibilities

- Preparing monthly budgets, Payroll, management and financial reports.
- Ensuring that all financial records and books of accounts are maintained according to company set policies and procedures
- Computing, filing and follow up of country's statutory obligations like PAYE, VAT, CSG, NPF, NSF and TDS for compliance.
- Verifying and capturing sales and expenses submitted by different branches then reconcile with stock and MIS department daily.
- Reconciling the bank statements with the cash book and analyzing all transactions like deposits, withdraws and charges
- Processing and follow up of accounts payable, accounts receivable for proper and smooth operations of the business
- Analyze business operations, trends, costs, revenue, and financial projection then prepare relevant reports.

➤ **Credit Officer PEARL MICROFINANCE LTD.** From July/2012 up to Dec/2014  
Duties and Responsibilities

- Market and sell all the company's financial products to the potential and existing customers especially loan products.
- Assist clients in the process of loan application in order to get accurate and complete documentation in time to help in decision making
- Manage and monitor the loan portfolio especially portfolio at risk and follow up of clients with the intention of recovery loans
- Preparation of financial statements for clients like income statement, balance sheet and cash flows to analyze data for effective decision making.

➤ **Assistant Accountant Intern, Finance Dept at MAKERERE UNIVERSITY.**

From June/2010 up to May 2011.

- Proper and timely recording of revenues and reconciling with the bank statements.
- Preparation and capturing of vouchers in the appropriate books of account
- Generating student's statements of account showing the outstanding balance using FINIS and attending to their queries.
- Reconcile revenue collected from the faculties, departments and schools and monitoring the performance of all collections by analyzing (Actual Vs Budgeted)

**SKILLS**

- Computer skills like Microsoft word, Microsoft excel, Microsoft power point, Microsoft access, QuickBooks, Tally, Internet explorer, SPSS, Encoding and Computer software installation.
- Interpersonal, analytical, problem-solving and Communication skills
- Ability to work under minimum supervision and finish the work given in the minimum possible time.
- Distinctive competencies in multi-tasking, driving skills.

**LANGUAGES PROFICIENCY**

LANGUAGE	SPOKEN	WRITTEN
ENGLISH	FLUENT	EXCELLENT
RUNYANKORE/RUKIGA	EXCELLENT	EXCELLENT
KISWAHILI	GOOD	EXCELLENT

**HOBBIES**

- Making new friends
- Playing football
- Swimming
- Travelling
- Web surfing
- Watching movies
- Researching
- Reading

**REFEREES**

Mr.Byaruhanga Alex (alex.byaruhanga@dynapharmafrica.net)  
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