

MOSES TUSUBIRA'S CURRICULUM VITAE

tusubiramoses74@gmail.com /0787194452, 0705371303 / BUSIA UGANDA

PROFESSIONAL SUMMARY: Reliable operations manager with over seven years of experience in book keeping, payroll and financial management. Motivational and inspiring team leader with expertise in scheduling, customer relationship management and inventory control. Resourceful and methodical self starter.

SKILLS:

Budgeting and planning, Communication skills, Problem solving, financial management, Interpersonal skills, team player and computer literacy.

WORK HISTORY Manager / HALALA HALALA SACCO- BUSIA, UGANDA From July 2016- CURRENT

- Approved regular payroll submissions for employees.
- Directed staff and managed annual capital budgets.
- Evaluated employees strength and assigned tasks based upon experience and training.
- Assessed supplier quality to maintain tight cost controls and maximized business operational performance.
- Maximized performance by monitoring daily activities and mentoring team members.
- Delivered feedback to decision makers regarding employee performance and training needs.
- Achieved above average completion rate on all assignments without loss of materials and assets, demonstrating innovative and practical problem solving skills in high stress environment.
- Received and managed customer feedback for improvements in service delivery.

Accounts assistant / BUGADDE SACCO – MAYUGE UGANDA From November 2013 –July 2015

- Reviewed figures, postings and documents for correct entry, completeness and accuracy.
- Maintained clean and organized files by keeping accounts payable records update
- Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
- Performed administrative and clerical duties such as word processing, data entry, faxing and copying.
- Prepared financial statements and interpreted for other staff for proper planning.
- Submitted PAYE, NSSF and income tax returns.

Internship student / ABALAMAGI SACCO -IGANGA UGANDA From Jun 2011- August 2011

- Sorted and organized files, spreadsheets and reports

- Interacted with customers by phone, email or in person to provide information.
- Took detailed meeting minutes, prepared meeting rooms and compiled paper work to support department.
- Completed range of simultaneous job tasks to support my academic research report.

EDUCATION

PERIOD	SCHOOL/INSTITUTION	AWARD
2010 -2012	Uganda Cooperative college- Kigumba	Diploma in Cooperative and Business Administration
2008 -2009	Iganga progressive Secondary School	Uganda Advanced Certificate of Education(UACE)
2004 -2007	Kiribaki Secondary School	Uganda Certificate of Education (UCE)
1996 -2003	Canon Ibula Primary School	Primary leaving Examinations (PLE)

AFFILIATIONS

Sex: male, Date of birth: 10TH April 1990, Nationality: Ugandan, Marital Status: married, Contact address: 0787194452/0705371303

OTHER CERTIFICATES

PERIOD	ORGANIZATION	AWARD
From 04 th to 08 th OF November 2013	Professional enterprise skills service limited (PESS)	Delinquency management training.
15 TH to 19 TH July 2019	Awamo 360 microfinance management platform	Awamo 360 system user
From 26 TH to 30 TH October 2020	Uganda Cooperative College.	Training of trainers on financial literacy.

HOBBIES

- Playing football and watching premier league matches.
- Reading novels and business magazines.
- Travelling.

REFEREES

- Chairperson Board of Directors Bugadde SACCO
Tel: 0758-070155
- Chairperson Board of Directors Halala Halala SACCO
Tel: 0701-377800, email wambokaalbert@gmail.com
- Basula Ali Credit Officer Tugende Uganda
Tel: 0787-705131, email basulaali@gmail.com