

CURRICULUM VITAE

PERSONAL INFORMATION

Name : **Otim Allan**
Sex : **Male**
Date of birth : **22/07/1998**
Nationality : **Ugandan**
Marriage status : **Single**
Contact : **0784522508/0755352156**
Email : **otima247@gmail.com**

CAREER OBJECTIVE

To develop into an exceedingly versatile individual with the ability to discover and put to use the numerous talents I possess in a bid to advance my career, accomplish lifelong ambitions and becoming a well-equipped person able to cope with the dynamic work environment.

PERSONAL PROFILE

I am a passionate, dedicated individual who enjoys being part of the institution as well as leading a successful team. I am able to work in a very competitive and challenging work environment. I possess a strong ability to perform effectively.

In addition:

- I am a team worker who loves to meet strict deadlines under minimum supervision.
- I am honest, and have ability to keep organizations confidential information at all times.
- I have hands on experience in computer systems and operations
- Very aggressive concerning duties and responsibilities that are assigned to me

CAREER HISTORY

YEAR: 04th June 2022-Date

JOB TITLE: Trainee

EMPLOYER: Parliament of Uganda

DUTIES

- Filing of withholding tax returns
- Preparation of budgets
- Reconciling of financial statements
- Financial reporting
- Organizing and filing financial statements into a file system
- Entering stores requisition vouchers into the system
- Verification of documents
- Daily stock checkups in the general stores
- Commitment control
- Helping Stores Officers during issuing of stationery
- Recording of the suppliers documents before taken for payment
- Participation in the Stock taking exercise
- Participation in Asset verification exercise
- Organizing and sorting of all stock in the store
- Carrying of delivered items from the receiving bay to the store.

Year: 2018-2020

Responsibility: Member of accounting society

Intuition: Kyambogo University

Duties:

- Participation in meetings
- Mobilizing members of the accounting society

EDUCATION BACK GROUND

YEAR	INSTITUTE	AWARD
2018-2022	Kyambogo university	Bachelor of Science in accounting And finance
2016-2017	Teso college Aloet	Uganda Advanced certificate of Education
2012-2015	Halcyon high Uganda	Uganda certificate of Education
2005-2011	Sironko Township primary	Primary leaving examinations

CORE VALUES

- Objective
- Competence
- Trustworthy
- Integrity

PERSONAL STRENGTHS

- Disciplined
- Communicative
- Flexible
- Self-motivated

ACHIEVEMENTS

- Successfully helped the institution to start out in-house Engraving which helped much at saving for Engraving costs that were paid to outside companies.
- Interacting with prominate people
- Successfully opened up a manual Assets register which is in existence

LANGUAGES SPOKEN

Language	Spoken	Read	Written
English	Excellent	Excellent	Excellent
Ateso	Excellent	Excellent	Excellent
Luganda	Excellent	Excellent	Good
Swahili	Good	Good	Good

OTHER KILLS

- Accounting skill
- Leadership skills
- Organizational and mobilization skills
- Team work
- Supervision skills
- Communication skills

HOBBIES

- Playing basket ball
- Swimming
- Travelling
- Camping

REFEREES

Ms. Apeduno Faith

Senior Accountant

Parliament of Uganda

Tel: 0782611259

Mr. Opus Emmanuel

Inventory management officer

Parliamentary stores

Tel: 0774529102

Mr. Lutalo Godwin

Lecturer

Kyambogo University

Tel: 0701113697

