

## MUGANZA AINDA AMIDA

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Ntinda - Kampala, Uganda

### Core Skills

- Stakeholder Management & Business Development
- Administrative & Commercial Management
- Grant & Data Analysis
- Calendar & Email Management
- Record Keeping & Documentation
- Microsoft Office Suite (Word, Excel, PowerPoint)
- QuickBooks & Cloud Storage Systems
- Excellent Communication & Attention to Detail

### EXPERIENCES

#### 2023-present Kampala: Friendliware Technologies ICT services (Virtual Assistant)

- Provide Support for **program and project coordination**, including scheduling, task tracking, and follow-up with internal and external stakeholders
- Manage **data entry, validation, and maintenance** of operational, financial, donor, and grant-related datasets using Excel and cloud systems
- Provide **monitoring and reporting support** by maintaining activity trackers, indicators, and documentation for ongoing projects
- Assist with **finance and compliance tasks**, including expense tracking, invoice verification, and budget updates
- Maintained **donor and grant records**, tracked pledges and reporting deadlines, and organized documentation for audits and reviews
- Coordinate **documentation and digital filing systems**, ensuring accuracy, version control, and easy retrieval
- Prepare **summaries, reports, and presentations** to support management decision-making

#### 2018-2022 Kampala: AK Beamflex International Construction Company (Assistant Supervisor)

- Supervised on-site workers to maintain a safe and productive environment.
- Ensured projects were on schedule while maintaining quality control standards.
- Managed daily project documentation, records, and updates.
- Supported budget preparation and tracked project expenditures.
- Coordinated paperwork and ensured compliance with project requirements.
- Uphold data integrity by meticulously validating financial and commodity information on invoices.
- Liaise between Finance, Contracting, and vendors to clear invoice queries and reduce aging items.
- Ensure accountability through diligent maintenance of invoice trackers and reconciled vendor statements.
- Offer collaborative support to the logistics team to ensure workflow continuity.

**March-April 2016- 2017 DRC(Bunia): Academic internship at LES 7 AS Entreprise Multisectorielle (Finance and cocoa bean fermentation department)**

- Updated financial databases and prepared basic financial reports.
- Recorded transactions and analyzed digital payment trends.
- Maintained accurate process logs and assisted supervisors with reporting.
- Produced summaries and presentations using Microsoft Office tools.

**EDUCATIONAL BACKGROUND**

- **Bachelor of Commerce (BCom)** – ISBAT University, Kampala | 2020 – 2022
- **Higher Education Certificate (HEC)** – ISBAT University, Kampala | 2019 – 2020
- **Baccalaureate in Commercial & Administrative Studies** – Umoja International French School, Mukono | 2017 – 2018

**LANGUAGES AND COMPETENCE**

**French:** Mother's tongue

**English:** Fluent Level

**Swahili:** Fluent Level

**Technical Competencies**

- **Microsoft Outlook & Calendar Management:** Efficient email coordination, scheduling, and contact management.
- **Cloud Collaboration Tools:** Google Workspace (Docs, Sheets, Drive), Microsoft 365 (SharePoint, OneDrive), Dropbox.
- **CRM Software:** Experience maintaining donor/contact databases (e.g., Salesforce, HubSpot, Zoho, or NGO-specific systems).
- **Virtual Meeting Platforms:** Proficient in Zoom, Microsoft Teams, Google Meet for virtual collaboration and event coordination.
- **Data Visualization Tools:** Basic use of Microsoft Power BI or Excel charts/graphs for reporting and presentations.
- **Accounting Software:** Experience with QuickBooks (already listed), and possibly Xero or Sage for financial tracking.
- **Digital Filing & Document Management:** Organized use of cloud storage (Google Drive, Dropbox, OneDrive) with version control and access management.
- **Procurement & Inventory Systems:** Familiarity with tracking tools or software used in logistics, supply chain, or asset management.
- **Social Media & Communication Tools:** Basic knowledge of platforms like LinkedIn, Mailchimp, or Canva for outreach and visibility.
- **Language & Translation Tools:** Use of tools like Google Translate, DeepL, or multilingual editing software to support communication across French, English, and Swahili.