

## PERSONAL INFORMATION

Penlope Ashaba

Accountant

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+256752954000

Kampala, Uganda

## PERSONAL STATEMENT

I am an academically trained Accountant from Makerere where I attained a Bachelor's Degree in Commerce.

I am organized, self-motivated, resourceful and a fast quick learner who is eager to become part of your winning team. This would give me a chance to develop useful career goals and objectives as to meet Hospital Objectives. I hold a deep personal commitment in accounting work and ever flexible and willing to take any obligations assigned to me under any given supervision required. Additionally, I possess working experience from Peak Restaurant and Catering Services Limited as a Cashier and Muhame Financial Services as an Intern in accounting Department.

## WORK EXPERIENCE

**Cashier** *01/Jan 2020 to date*

Peak Restaurant and Catering Services Ltd

### *Achievements/Tasks*

- Manage the Restaurant's overall budget, monitoring expenses and making adjustments where necessary.
- Manage payroll for staff.
- Track employee expenses through expense claims and company credit card purchases.
- Report Finances to the Restaurant Manager.
- Perform audits on overall Restaurant operations.

**Internee** *01/May 2019 to 09/August 2018*

Muhame Financial Services

#### *Achievements/Tasks*

- Making periodic reports on all transactions made.
- Receiving all customer orders.
- Collecting orders from clients on a daily basis.
- Providing excellent customer services.

#### **SKILLS**

Interpersonal communication skills, Leadership skills, Management skills, Customer care skills, computer skills, Microsoft word, emailing Excel, Tally application and Clinic master softwares.

#### **EDUCATION**

- **Bachelor's Degree in Commerce**  
Makerere University *08/2015 – 05/2019*
- **Uganda Advanced Certificate of Education**  
Itendero High School *12/2014*
- **Uganda Certificate of Education**  
Butsibo Secondary School *12/2012*
- **Primary Leaving Examination**  
Faith Day & Boarding Primary School *12/2008*

#### **CERTIFICATES**

- ICT Training (Uganda Communications Commission)

#### **LANGUAGES**

English, Runyankole, Luganda

## REFEREES

1. **Mrs. Endidah Amumpaire;** Manager Muhame Financial Services.  
[eamumpaire@gmail.com](mailto:eamumpaire@gmail.com) 07741737336
2. **Mr. Sebanakita Sulaiman;** Lecturer Makerere University  
[inafungo@gmail.com](mailto:inafungo@gmail.com) 078588332/0750588332
3. **Mr. Fred Tusiime;** Commissioner Ministry of Finance Uganda  
[Twesiime@finance.go.ug](mailto:Twesiime@finance.go.ug)