

# CURRICULUM VITAE

## PERSONAL DETAILS

Surname : GWOKYALYA  
Other Names : HANIFAH  
Date Of Birth : 17<sup>th</sup>/May/1997  
Marital Status : Engaged  
Gender : Female  
Nationality : Ugandan  
Languages : English  
Residence : Abu Hail Dubai, UAE  
Visa Status : Visit Visa  
Profession : Business Administration  
Contacts : Email: [gwokyalyahanifah@gmail.com](mailto:gwokyalyahanifah@gmail.com)  
Tel: +971 551476034



## CAREER OBJECTIVES

I am an experienced Administration Assistant with more than three years of experience, proficient in administration, computer literacy, customer service, organizational skills, and business development. I possess excellent communication skills and accounting knowledge, with a proven track record in leadership and adaptability. I am seeking a challenging role in finance where I can utilize my skills and contribute to the success of the organization

## EDUCATION BACKGROUND

**Makerere Business School**  
**Bachelors of Business Administration**  
08/2016-01/2021

**Lubiri Secondary School**  
**Uganda Advanced Certificate of Education**  
**(U.A.C.E)**  
02/2014-12/2015

**Gombe Secondary School**  
**Uganda Certificate of Education**  
**(U.C.E)**  
01/2010-11/2013

## CERTIFICATES

**Certificate In Records and Archives**  
Nakawa Institute of Business Studies

## **Irman Café & Restaurant**

### **Administration Assistant (Sept 2021 - Sept 2023)**

Uganda On-site Full-time

- Gathering invoices, statements, reports, personal details, documents and information from employees, other departments and clients
- Correcting errors and organizing the information in a manner that will optimize accurate capturing.
- Entering and updating information into relevant databases and Creating accurate spreadsheets
- Ensuring data is backed up.
- Informing relevant parties regarding errors encountered.
- Storing hard copies of data in an organized manner to optimize retrieval.
- Handling additional duties from time to time

## **Sseban Poultry Farm**

### **Cashier (Nov 2020 - July 2021)**

Uganda On-site Full-time

- Balancing cash drawer by counting cash at beginning and end of work shift.
- Maintaining safe and clean working environment by complying with procedures, regulations and rules.
- Collecting payments by accepting cash, cheque, or charge payments from customers and makes change for customers

## **Namugongo Division Council**

### **Assistant Financial Controller (Feb 2019 - Aug 2019)**

Uganda On-site Full-time

- Ensuring effective and accurate budgetary controls.
- Management accounting and departmental reporting.
- Ensuring compliance with accounting and tax regulation.
- Preparing and consolidating financial statements and bank statements.

## **Skills**

- Good communicator, listener and quick thinker.
- Excellent computer skills in MS Office
- Ability to produce results at designated deadlines.

## **HOBBIES**

- Reading and writing
- Gardening and volunteering

## **REFEREES**

Available on request

## **DECLARATION**

I, Gwokyalya Hanifah, the undersigned certified to the best of my knowledge and belief that the above information correctly describes me, my qualifications and work experience

Date: 5<sup>th</sup>/08/2024