



Rebecca Awor

Accounts Supervisor

Detail oriented, Loves numbers and excited to leverage my skills and knowledge to make a positive contribution

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📍 AlKhail Gate, Dubai, United Arab Emirates

WORK EXPERIENCE

Accounts Supervisor Olam Uganda Limited

11/2019 - 03/2022

Kampala

Achievements/Tasks

- Daily data entry using SAP ERP.
- Creating Goods Received Notes (GRNs) in the SAP accounting system.
- Handling purchase order data entry i.e. creating and printing the orders.
- Reconciling bank accounts at the end of month to ensure they are tallying.
- Timely filing of company Withholding Tax monthly and generating the Credid Tax Certificate.
- Generating e-invoices using the EFRIS e- invoicing system on the Uganda Revenue Authority web portal. This involves first inputting production data then issuing out invoices during sales.

Contact : Nyiramugisha Kellen - +256789178288

Accounts Assistant Olam Uganda Limited

10/2016 - 10/2019

Kampala, Uganda

Achievements/Tasks

- Handling the petty cash box and doing checks and reconciliation of the unit.
- Using SAP system to enter daily accounting transactions like the Cash Journal, Supplier advances, Payments made etc.
- Maintaining the various accounting books at the unit.
- Paying the suppliers and customers, the casual workers and the bills at the branch / unit.
- Reconciling manual and system documents.
- Physical issuing out and booking of packing materials during processing as well as production supervising.
- Maintaining ledgers like the stock ledger, spares and packing materials, production ledger.
- Carrying out dispatches and writing the supporting documents for the dispatched goods i.e. Weigh bills and Material Transfer Notes.

Contact : Faisal Ismail - +256772314747

EDUCATION

Procurement and Logistics Management Kyambogo University

08/2012 - 05/2015

Kampala, Uganda

Courses

- Accounting / Economics /
Procurement / Logistics

SKILLS

Proficiency in SAP ERP

Computer Skills

Teamwork Skills

Attention to detail

Time management

ACHIEVEMENTS

Starting to pursue a CPA

Starting up a bags business

CERTIFICATES

University Transcript (08/2012 - 05/2015)

Uganda Advanced Certificate of Education
(02/2010 - 11/2011)

Uganda Certificate of Education (02/2006 - 11/2009)

LANGUAGES

English

Full Professional Proficiency

Kiswahili

Full Professional Proficiency

INTERESTS

Reading literature

Solving puzzles

Travel and Adventure