

R U J U M B A

A R T H U R

(M r .)

Personal Details

Gender: Male
Date of birth: 2nd November 1992
Nationality: Ugandan



Contacts

Mobile: 0752739041\0789052777

Email: rujumbaarthur@gmail.com

LOCATION: Bulindo Kira Wakiso

Profile

- Dedicated person.
- Demonstrated excellence in inspections/compliance/sensitizations and report writing.
- Well-developed interpersonal skills with the ability to build personal and professional relationships.
- Excellent oral and written communication skills in English and other indigenous languages.
- A good numeric ability
- A good knowledge of Computer applications

Professional and Academic Qualification

1. Bachelor of commerce in accounting (Hons)

Makerere university
2012-2017

2. Uganda Advanced Certificate of Education (UACE)

St leos college kyegobe
2010-2011

3. Uganda Certificate of Education (UCE)

Kagote seed secondary school fort-portal
2006-2009

4. Primary Leaving Exams (PLE)

Kyenjojo primary school
1999-2005

Employment Record.

2012	S.6 Vac	Video library attendant
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Responsibilities

- Attending to customers at the library, making the choice for movies.
- **Checking the payment made by customers.**

RUJUMBA ARTHUR

2015	internship	Uganda Revenue Authority.
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Responsibilities

- Analyzing registration of different companies such as company and individual.
- Approving Tax Identification Numbers for the clients who have applied .
- Analyzing the major tax revenue source.
- Telephone calling to client remind them about filling their final tax returns in time.

2015-2017	storekeeper	Shammy Glass and Aliminum Ltd
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Responsibilities

- Recording the entire item in the store by updating the purchasing item, closing stock, issued and returned stock in the books.
- Updating the recording on store cards.
- Informing the accountant about the records in the store about the stock purchased, issued and returned.

2017-2018	SHORT TERM REGISTRAR	UGANDA REVENUE AUTHORITY
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Responsibilities

- Cross-examination of tax returns by checking and comparing what the URA officer estimated and filled .
- Helping client to apply and acknowledge Tax Identification Numbers.
- Arranging and recording documents and registrar updating for document management purposes such as TIN, letters.

2018-2019	CASHIER	JACQUE'S CRILLED CHICKEN
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- Recording books of accounts such as daily expenses, purchases, receipts.
- Handling stock daily by recording and physical counting
- Buying items to use for the restaurant such as food items.
- Attending clients by taking their orders and make sure served in time and their choice of the menu.

2019-2021	INTERNAL ACCOUNTANT AND ASSISTANT MANAGER	APPLE FOODS INDUSTRIES LTD 7 MILES GAYAZA ROAD P.O.BOX 27964
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RESPONSIBILITIES

- Financial management, recording and posting of cash book, bank book, payment vouchers, receipts, debtors, creditors, assets and reconciliations on Excell, Tally, Quick books and efris systems.
- Filling VAT, income tax returns, Nssf and payee. Monthly VAT of average fifteen million shillings to twenty million.
- Fleet organizer for sales team, van and motorcycles by out sourcing and factory so that delivers of orders and marketing for about 15 sales person every day.
- Administrative work such as telephone calls for customers, records keeping and updating documents for UNBS, register for employees and payroll.
- Stock management for raw materials, finished goods, requisitions made for production, payment for goods received, consumed raw materials during manufacturing by physical accounting and posting into the system and purchases and manufactured finished goods.

RUJUMBA ARTHUR

- Responsible for petty cash management and ensuring reconciliation of cash balances for review. Accountable for cash from sales averagely (10000000) shillings per day from motorcycle sales and van of around 20 sales personal with takeover of about three billion shillings made last financial year.
- Ensuring proper supervision and payment of workers in the factory of around sixty internal workers with time management, guidance, directing to achieve the output target of the day and payroll.
- Ensuring Uganda National Bureau of Standards rules and regulations in the factory and employees by recording in daily forms of hygiene, cleanness, checkup list for finished products and maintaining them to avoid penalties and closure since it deals in food items.

2021-UPDATE	ACCOUNTANT	AFRICAN CONCRETE STANDARD INDUSTRY LTD MUTUGGA KIWEBWA
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- Financial management, recording and posting of cash book, bank book, payment vouchers, receipts, debtors, creditors, assets and reconciliations on Excell, **Tally and efris systems**.
- Filling VAT, income tax returns, Nssf and payee. Monthly VAT of average fifty million shillings to twenty million.
- Stock management for raw materials, finished goods, requisitions made for production, payment for goods received, consumed raw materials during manufacturing by physical accounting and posting into the system and purchases and manufactured finished goods.
- preparation of payroll for about sixty workers of about twenty million shillings per month.

Committees and Membership

- **Kabarole scouts association**
- Sectreary of kabarole scouts association for two years.it is involved in scouting activities and developing the youth with disciplines abilities and being honesty.

Hobbies

- Scouting
- Football
- Athletics

Referees

1. CATHERINE NANDAWULA

ADMINISTRATOR.
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2. KEMIGISA CHRISTINE

OFFICER
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3. SSEKYEWA TONNY

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RUJUMBA ARTHUR