**CURRICULUM VITAE**

**PERSONAL DATA**

**NAME NAGAWA PROSCOVIA**

**DATE OF BIRTH 30TH JUNE, 1979**

**PLACE OF BIRTH KIREKA-WAKISO DISTRICT**

**NATIONALITY UGANDAN**

**RELIGION CATHOLIC**

**RESIDENCE BANDA, NAKAWA DIVISION**

**PRESENT CONTACT**

**MOBILE NUMBER 0752-363251**

**E-MAIL CONTACT** [**prossynagawa@gmail.com**](mailto:prossynagawa@gmail.com)

**PROFESSIONAL/CAREER OBJECTIVES**

1. To contribute to the promotion of good governance through enhancing accountability and transparency and enforcement of the rule of law and administrative justice in public offices.
2. To promote fair, efficient and good governance in public offices
3. To contribute towards the fight against mal administration and enforce the leadership code of conduct

**EDUCATIONALBACKGROUND:**

**YEARS SCHOOLS ATTENDED QUALIFACATIONS EARNED**

2023 TO DATE UNICAF-Suffolk University Masters in Public Health (Continuing)

2022 ROS Consult Certificate in Continuous Professional

Development

2020 MAT ABACUS Certificate in Achievement (Fraud &

Corruption Risk Awareness Training

2001-2005 Kyambogo University Bachelor of Science in

Accounting & Finance

2000-2001 African Virtual University Certificate in introduction to

(Kyabongo Branch) Computer 1

1999-2000 Katikamu S.D.A ‘A’ Level Certificate

1995-1998 Kako Secondary School ‘O’ Level Certificate

1987-1994 Stella Maris Nsuube P.L.E Certificate

**Work Experience:**

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| **date** | **company/organization** | **responsibilities** |
| **2000-2001** | **hack co (u) ltd** | **Worked as a receptionist/cashier**   * Receiving cash. * Customer care services to clients. * Preparing a daily cash flow. |
| **2005-2007** | **mpk graphics co (u) ltd** | **Worked as an Accountant**   * **b**ook keeping * computing taxes * monitoring company funds * Administering work in the absence of the manager * Endorsing on company documents |
| **2004-2006** | **hamwe investments loans company (sister company to mpk)** | **Worked as a part time Accountant**   * Preparing books of accounts * Computing and filling taxes * Monitoring and following up loans * Participating in the credit committee meetings |
| **2007-2009** | **Conservation Through Public Health** | **Worked as an Accountant /Administrator.**   * Preparing books of accounts * Participating in the budget preparing and forecasting of organization activities. * Filling taxes. * Preparing for audit activities. * Monitoring field offices. * Ensuring good stock levels for all offices. * Monitoring organization funds. * Advising the management about the budget levels. * Ensuring good accountabilities. * Representing the organization in national seminars /conferences. |
| **2009-2012** | **Kamwokya Christian Caring**  **Community (KCCC)** |  |
|  | **1. Money for you (quick loans, an income generation project for the organization)**  **2. Empowering project (sacco)** | **Worked as an Accountant / Administrator.**   * Preparing books of accounts and the general report on a monthly basis. * Filling taxes * Following up loans * Participating in the credit committee meetings * Advising the management about the project activities * Planning and preparing an annual budget.   **Worked as an Accountant / Administrator.**   * Preparing books of accounts and general reports about the projects. * Monitoring the cashiers * To ensuring balanced books on a daily basis. * Ensuring Good customer care by the cashiers. * Monitoring date enter of all cash transactions on a daily basis * Participating in the fore panning/preparing of the annual budget. * Participating in the community savings sensitization programs every after two months. * Participating in loans committee approval meetings and management meetings * Representing the project in national conferences. |
|  | **3. Program coordinator avis project** | * Preparing and presenting quarterly reports to the management. * Planning and advising about the project activities. * Follow up on the beneficiaries on a monthly basis. * Participating in the training of the beneficiaries. |

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|  | 4**. PROGRAM COORDINATOR LIONS HOST OF KAMPALA PROJECT** | * Preparing and presenting quarterly reports to the management. * Planning and advising about the project activities * Following up on the beneficiaries on a monthly basis * Participating in the training of the beneficiaries |
| 2013 | **ML GRAPHICS LIMITED**  **(ACCOUNTS CONSULTANT)** | * Monitoring and preparing of Books of accounts |
| 2013 - 2015 | **ROMEX EAST AFRICA LIMITED** | * Preparing books of Accounts and presenting quarterly reports to the CEO * Filling Taxes * Making a Following up on Company Debtors * Monitoring company credits especially loan facilities * Ensuring value for company funds * Advising the CEO on financial issues * Participating in the procurement of company supplies |
| December 2015-October 2015 | REXBA LIMITED | * Preparing books of Accounts and presenting quarterly reports to the CEO * Filling Taxes * Making a Following up on Company Debtors * Monitoring company credits especially loan facilities * Ensuring value for company funds * Advising the CEO on financial issues * Participating in the planning and annual budget preparing and monitoring. |
| 2019 - 2021 | Kampala Corporate Women SACCO | **Supervisory Committee Member and member**   * Supervising all the SACCO committee to make sure they meet the requirements of the SACCO standards. * Ensure prepare accountabilities and running of the SACCO by the management. |
| 2019 – 2023 (To date) | Brave Mom Haven | **Founder Member**   * Mobilization of funds for the project * Participating in the counseling and guidance of single mothers |
| May 2017 - 2024 (To date) | Emergency Life Support For Civilian War Victims – Children Surgical Hospital Entebbe (Project) | **Sr Admin Officer (Finance) present position**   * ***Administration & Controlling*** * Ensure that administration procedures are implemented as detailed in the Administrative and Financial Manual and Work Instructions, and that criteria established by the organization are followed. * Guarantee that the project is compliant with the local tax laws. * Provide administration services and assistance on administrative, financial and accounting matters to other departments as required. * Deal with officials and relevant authorities according to the instructions received by the supervisors. * Ensure accuracy of purchase orders and related documents and liaise with Procurement Department to correct. * Check and ensure a proper approval flow of all the invoices prior to payment. * Register receipts/ invoices according to the organization accounting system and Work Instructions. * Assist in reconciling daily, monthly and yearly transactions. * Process all payroll tax obligations to the appropriate local government agencies and meet the related deadlines. * Ensure all project documents are stored and maintained in a manner that complies with internal rules and regulations and external requirements. * Ensure compliance with all statutory and donor financial policies and procedures. * Participate in developing the annual or ad hoc budgets. * Support in case of audits and assist with annual financial audit. * Be familiar with all project assets registration and management tools; liaise with Hospital Manager in case of any discrepancy. * Be familiar with hospital insurance policies, expiry dates, claims and related invoices payments.   ***Cash management***   * Manage cash using official tools and demanding respect of internal rules. * Prepare and process payments as indicated by the supervisors. * Keep a proper accountability.   ***National staff salaries***   * Oversee employee payroll processing, to include payment and labor tracking. Submit to the Administrator for review on a timely manner. * Compile the payroll, keeping track of and calculating salaries, taxes, NSSF, allowances, overtimes, salaries advances and loans. * Ensure the smooth and timely employee payment; explain employees' benefits packages and changes in the pay slip. * Ensure all pay slips are printed, approved, shared with and signed by staff. * Keep confidential all staff personal records. * Ensure that staff insurances are properly applied. Follow up and ensure that insurance debit notes, credit notes and reimbursements are processed and delivered to staff on time.   ***Others:***   * Support the department colleagues in daily relevant activities. * Train the junior admin staff as per supervisors’ instructions, and overview their activities. * Any other duties as assigned by the Line Manager. |

Mr. Cospite Marcello

IDA Netherlands

marcellocospite@hotmail.com

+393492217790

Franzo Joelle

Administrator Manager

Children Surgical Hospital

Entebbe

franzojoelle@gmail.com

+ 393478313516

Papetti Lieta Maria

[Lieta.papetti@gmail.com](mailto:Lieta.papetti@gmail.com)

Lieta.papetti@oxfamnovib.nl

+393397996062