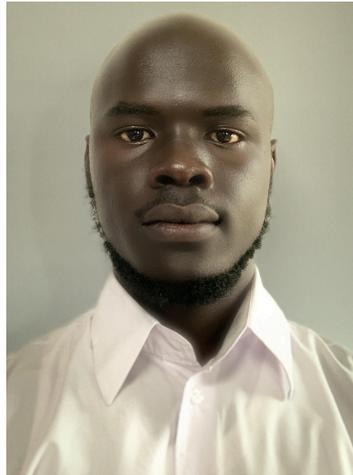


## CURRICULUM VITAE



### **OPIO EMMANUEL**

Home Address: Kampala Uganda

Telephone contact: +971522085520

Email: opioemmanuel23@gmail.com

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### **JOB PROFILE**

- Degree holder in Accounting and Finance from Kyambogo university
- Worked as an Agency Team Leader with Prudential Assurance Uganda from August 2021 to date
- Worked as a Life Insurance Agent with Prudential Assurance Uganda from April 2018 to date
- Freelance Book keeper using QuickBooks Online for Elpis Capital from Jan 2022 to date
- Freelance Book keeper using QuickBooks desktop for Reach One Touch One Ministries from Jan 2022 to date
- Volunteering as Chief Financial Controller at Teko Fish from Jun 2023 to date
- Did my internship with Mobile Financial Services Department of Records and Archives with MTN Uganda from April 2016 to Dec 2016

### **PERSONAL SKILLS AND COMPETENCES.**

- Highly adaptable and trainable
- Can communicate products, sale and serve High – Networth clients very comfortably.
- Excellent interpersonal communication skills
- Ability to create and meet deadline for work tasks, delegate, set goals, problem solving, multi-tasking and strategic thinking.
- Computer literate and proficient user of various packages like Microsoft, PowerPoint and excel and Very Proficient in Accounting Software QuickBooks Desktop and QuickBooks Online.

## **Detailed Work Experience**

### **WORKED AS AN AGENCY TEAM LEADER WITH PRUDENTIAL ASSURANCE UGANDA FROM AUGUST 2021 TO DATE**

- Identify and recruit Potential Agents,
- Train and Develop Potential Agents in the Sales agent Career
- Establish a collaborative relationship with prospective clients from various sources such as networking, cold calling, and referrals.
- Distribute policy proceeds after a claim is submitted and approved.
- Recommend risk management strategies that fit clients' personal risk profiles.
- Prepare and present detailed reports on the progress of initiatives to management.
- Complete administrative tasks including maintaining records and handling policy renewals.
- Track insurance claims to ensure client and company satisfaction.

### **WORKED AS A LIFE INSURANCE AGENT WITH PRUDENTIAL ASSURANCE UGANDA FROM APRIL 2018 TO DATE**

- Identifying and Qualifying new Prospect for the Companies Services
- Provide information on new products on market.
- Receiving and processing payments, issuing receipts and balancing books of accounts.
- Provide excellent customer service.
- Ensuring timely response to client's issues.

### **FREELANCE BOOK KEEPER USING QUICKBOOKS ONLINE FOR ELPIS CAPITAL FROM JAN 2022 TO DATE**

- Recording and transfer of data from Source documents to QuickBooks
- Identify and Correct Minor Numerical Errors.
- Reconcile the Bank Statements and the Cash Book.
- Prepare Financial Statements Using QuickBooks.
- Generate a report to Management On proper records.
- Advice management on applicable Internal Controls for better Performance.

### **FREELANCE BOOK KEEPER USING QUICKBOOKS DESKTOP FOR REACH ONE TOUCH ONE MINISTRIES FROM JAN 2022 TO DATE**

- Recording and transfer of data from Source documents to QuickBooks
- Identify and Correct Minor Numerical Errors.
- Reconcile the Bank Statements and the Cash Book.
- Prepare Financial Statements Using QuickBooks.
- Generate a report to Management On proper records.
- Advice management on applicable Internal Controls for better Performance.

### **VOLUNTEERING AS CHIEF FINANCIAL CONTROLLER AT TEKOFISH FROM JUN 2023 TO DATE**

- Prepare and formatting of Budgets
- Preparation of Pro-forma Financial Statements
- Cost Setting
- Preparation of the Financial Plan.

## PROFESSIONAL ACADEMIC QUALIFICATIONS

YEAR	SCHOOL/INSTITUTIONS	AWARD
03/04/2024-30/05/2024	Intuit Enterprise Solutions	QuickOnline Pro Advisor Certificate
10/01/2019-30/03/2019	Insurance Training College	Certificate of Proficiency in Insurance
15/08/2014-30/03/2017	Kyambogo University	Bachelors of science in Accounting and Finance
15/02/2012/30/11/2013	St. Joseph's college layibi	Uganda Advanced Certificate of Education.(UACE)
10/02/2008/ 30/11/2011	St. Joseph's college layibi	Uganda Certificate of Education.( UCE)
10/02/2001 30/11/2007	Lira central Primary School	Primary Leaving certificate (PLE)

### LANGUAGES:

### SPOKEN

### WRITEN

English	excellent	Excellent
Luo	Very Good	Very Good

### Professional Referees:

**1- Obiero Chrispus Wanyama**

Agency SuperVisor

Prudential Assuarance Uganda Ltd

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**2- Niwagaba Ronah**

Financial controller,

Reach One Touch One Ministries

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**3- Akinyi Daisy Odago**

Chief Executive Officer

Teko Fish

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