

CURRICULUM VITAE



OPIO EMMANUEL

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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 Assurance Uganda Ltd

Chrisspus.wanyama@prudentialuganda .com

+256 759 071 892

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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