

CURRICULUM VITAE

FATUMA MWANZI

0507902243

waiswadevid@gmail.com

fatimamwazi2013@gmail.com

Dubai, UAE



Visa Status : Visit Visa
Gender : Female
Nationality : Ugandan
Language : English
Civil Status : Married

POSITION: DATA ENTRY OPERATOR

OBJECTIVE

A numerate Data Entry Clerk who has a proven ability to enter names, addresses, statistical information, business information, account numbers and other data. I have superb typing speed, excellent attention to detail and is able to juggle a variety of tasks whilst maintaining exceptionally high standards of work & reliability.

SPECIAL TALENTS

- Extensive experience and knowledge of MS Word.
- Inputting both text data and also numerical data.
- Interpreting complex information.
- Fully aware of data confidentiality issues.
- Handling all confidential information in a professional manner
- Strong commitment to performing and producing at the highest level.

STRENGTH

- Ability to work effectively under time pressure and for long and extended hours
- Ability to multitask
- Diligence and dedication to work
- A good memory and an eye for details
- A friendly, cheerful, and polite attitude
- A strong passion to ensure customer satisfaction

WORK EXPERIENCE

COMPANY NAME: CAMPALA TOWN COUNCIL
DESIGNATION: DATA ENTRY
LOCATION: UGANDA

COMPANY NAME: SHOPRITE SUPERMARKET
DESIGNATION : DATA ENTRY OPERATOR
DURATION : 1 YEAR
LOCATION : UGANDA

- Ensuring the accuracy and relevancy of all data entered into databases.
- Sorting and processing invoices from suppliers.
- Highlighting any discrepancies in data to senior managers.
- Answering the phone, fielding and diverting calls.
- Entering sales data, market survey information and personal information into computer databases.
- Checking the work of other data entry operators.
- Handling confidential information in line with the firm's data security protocols.
- Performing data review and clean-up processes.

EDUCATION

- High school Education
- Diploma

LANGUAGE PROFICIENCY

- Fluent in English

DECLARATION

I would very much welcome a personal meeting with you to discuss your needs and my ability to meet them. My schedule is flexible, and I am available for interviews during the day, evening and at the weekend. Thank you for your time, consideration and forthcoming response

REFERENCES

UP ON REQUEST

Uganda Business and Technical Examinations Board

E-mail: info@ubteb.go.ug

Website: www.ubteb.go.ug

P.O. Box 1499, KAMPALA

Tel: +256 414 289 787



UBTEB/TR 0031305



UBB067/2015/524

ACADEMIC TRANSCRIPT



NAME: MWANZI Fatuma
REG NO: UBB067/2015/524
GENDER: Female
CENTER NAME: IACE Makerere University
PROGRAMME: National Diploma in Accountancy

NATIONALITY Ugandan
BIRTH DATE: 21 Dec, 1992
PRINT DATE: 6-Oct-2017

Year 1		Academic Year: 2015/2016	Semester One
CODE	SUBJECT NAME		CU GRADE
NDA001	Financial Accounting I		5 <input checked="" type="checkbox"/> C+
NDA002	Economics		3 <input checked="" type="checkbox"/> B
NDA003	Computer Fundamentals and Data Processing		5 <input checked="" type="checkbox"/> C+
GPA	3.62		CGPA 3.62
Year 1		Academic Year: 2015/2016	Semester Two
CODE	SUBJECT NAME		CU GRADE
NDA004	Business Law		4 <input checked="" type="checkbox"/> C+
NDA005	Statistics		5 <input checked="" type="checkbox"/> C+
NDA006	Business Organization and Management		4 <input checked="" type="checkbox"/> A
GPA	3.96		CGPA 3.79
Year 2		Academic Year: 2016/2017	Semester One
CODE	SUBJECT NAME		CU GRADE
NDA007	Financial Accounting II		5 <input checked="" type="checkbox"/> C
NDA008	Auditing and Business Ethics		3 <input checked="" type="checkbox"/> B
NDA009	Cost Accounting		5 <input checked="" type="checkbox"/> B
GPA	3.62		CGPA 3.73
Year 2		Academic Year: 2016/2017	Semester Two
CODE	SUBJECT NAME		CU GRADE
NDA010	Business Finance		4 <input checked="" type="checkbox"/> C
NDA011	Elements of Taxation		4 <input checked="" type="checkbox"/> B
NDA012	Production Management		4 <input checked="" type="checkbox"/> B
GPA	3.67		CGPA 3.72

Minimum Graduation Load(CUs): 51

Total Credit Units:51

Award: National Diploma in Accountancy

Class of Award: Class II (Credit)

Date of Completion: June, 2017



EXECUTIVE SECRETARY

A Credit Unit (CU) where applicable, is one contact hour per week per semester or series of Fifteen Contact Hours.
The length of a semester is seventeen (17) weeks, two (2) of which are for Examinations.
The length of a term is twelve (12) weeks, two (2) of which are for Examinations.
The medium of instruction is ENGLISH.

All Transcripts issued shall bear a Photograph of the Graduate.

For Key to Grades, Remarks and Acronyms, See Reverse

NOT Valid without Official Stamp

Any alterations whatsoever renders the Transcript invalid

Uganda National Examinations Board



This is to certify that the candidate named below sat for the Uganda Certificate of Education Examination in the year 2009, and qualified for the award of the

Uganda Certificate of Education

DIVISION II

THE CANDIDATE REACHED THE GRADE SHOWN IN THE SUBJECTS NAMED.

MWANZI FATUMA

(AGE 16)

U0955/081

KASUBI SECONDARY SCHOOL

P.O. BOX 4544 KAMPALA

GRADE

ENGLISH
CHRISTIAN RELIG ED
HISTORY
GEOGRAPHY
MATHEMATICS
PHYSICS
CHEMISTRY
BIOLOGY
ART
COMMERCE

7 (SEVEN)
4 (FOUR)
3 (THREE)
5 (FIVE)
6 (SIX)
8 (EIGHT)
8 (EIGHT)
6 (SIX)
4 (FOUR)
6 (SIX)

SUBJECTS NAMED: TEN

SUBJECTS PASSED: TEN

Secretary

Uganda National Examinations Board



Chairman

Uganda National Examinations Board

Not valid without a hologram with the UNEB crest.
Hold this document to the light to verify 50 can be seen
through the paper.
A thread is running vertically through the sheet.

U 2142613

(See overleaf)