Daniel Okello

Bachelor of Business Administration graduate

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CAREER OBJECTIVE

Business Administration graduate with a three-month internship in a district planning unit and two years as guild finance secretary. Looking for a graduate trainee role in finance or operations.

EDUCATION

Bachelor of Business Administration, Gulu University
2021 – 2024 · Second Class Upper
Dissertation: Mobile money use among small traders in Gulu City (survey of 120 traders).

UACE, Sir Samuel Baker School
2019 – 2020

EXPERIENCE AND INTERNSHIPS

Intern, Planning Unit, a district local government
2023 (three months)

- Entered and cleaned data for 120 parish development projects.
- Drafted the summary tables used in the quarterly progress report.

Guild Finance Secretary, Gulu University
2022 – 2023

- Kept the guild cash book and presented termly accounts to the student council.
- Organised a fundraising run that covered fees for six students.

SKILLS

Microsoft Excel, Word and PowerPoint, data entry, basic bookkeeping, report writing, English, Acholi and Kiswahili

REFERENCES

Dr. Grace Lamunu, Lecturer, Faculty of Business, Gulu University, 0772 000 000

James Opio, Planner, internship supervisor, 0772 000 000