# Sarah Nakato

Accounts Officer

sarah.nakato@example.com | 0772 000 000 | Kampala, Uganda

## PROFESSIONAL SUMMARY

Accounts officer with five years in microfinance and manufacturing. Reconciles bank and supplier accounts every month, prepares VAT and PAYE schedules, and has cut month-end closing from eight days to five.

## WORK EXPERIENCE

**Accounts Officer, Lakeside Microfinance Ltd**
2022 – Present

- Reconcile 14 bank and mobile money accounts each month, with no unexplained differences in the last two audits.
- Prepare monthly VAT and PAYE schedules for review and filing on time.
- Introduced a shared Excel tracker for supplier invoices, cutting late payments by half within six months.

**Accounts Assistant, Kibo Agro Traders Ltd**
2020 – 2022

- Processed around 300 supplier invoices a month in QuickBooks.
- Managed petty cash and prepared weekly cash reports for the finance manager.

## EDUCATION

**Bachelor of Commerce (Accounting), Makerere University**
2016 – 2019 · Second Class Upper

**CPA Uganda, Part II (in progress)**

## SKILLS

QuickBooks, Sage, Microsoft Excel (pivot tables, VLOOKUP), bank reconciliation, VAT and PAYE schedules, English and Luganda

## REFERENCES

Peter Ssemakula, Finance Manager, Lakeside Microfinance Ltd, 0772 000 000

Ruth Akello, Head of Accounts, Kibo Agro Traders Ltd, 0772 000 000