

LUPAYI DAVID

Koboko District, Uganda

Tel +256 775380695 / 770442645

Email. lupaidavid25@gmail.com

CAREER PROFICIENCIES

Am a strong committed very dynamic, and highly motivated who spires to see that service is delivered to the target beneficiaries in the right channel that is in line with the organization set up and in an equitable manner in order to serve them in their different capacities to achieve the organization goals and objectives.

PROFESSIONAL SUMMARY

Detail oriented finance and field operations professional with a Diploma in Business Administration (Accounting major) Development programs skilled in financial reporting, audit support, digital data systems (koboko,commcare, ODK). Committed to accountability transparency and effective resource management, extension program, mobilization and sensitization of a organization program, good communication and interpersonal skills, an expert in distribution of inputs to beneficiaries ability to work with a team spirit i.e ability to coordinate and collaborate with the project staffs, willness to work extra hour with no supervision, resourceful and result oriented, good reporting, budgeting and planning skills, basic computer training with knowledge in Microsoft word, excel, power point and internet.

CORE COMPETENCIES

- Budget preparation & monitoring
- Financial management
- Reconciliation
- Audit support & compliance
- Monitoring and Evaluation
- Data collection & Verification

Stakeholder & Community Engagement

TECHNICAL SKILLS

- Microsoft Excel
- Microsoft word & power point
- Kobo tool box/
- Commcare
- ODK

PROFESSIONAL EXPERIENCE

Kannan Peace Motel (Adventist motel)

March 2022. Manager

Key Activities Performed

- Planning maintenance work
- Events and room booking
- Promoting and marketing the business
- Recruiting training and supervising

- Ensuring compliance with health and safety legislation and licensing laws.
- Handling customer's complaints and queries

CECI-UGANDA

June-2020.

Assistant Accountant. (internee)

Activities Performed

- Put out request for quotations collect and ensure proper record keeping.
- Organize bid analysis or contract for supplies ensuring value for money
- Inspect and administrator a GRN for goods receive
- Assist in documentation of activities within the organizations
- Support project office in coordination and organizations of field activities such as mapping and mobilization of beneficiaries.

NATIONAL WATER AND SEWERAGE CORPORATION (NWSC)

2023 June.

Assistant accountant Internee

Activities Performed

- Process all payment documents and invoice related to procurement of goods and services taking to payment to be processed.
- Prepare, Submit timely report and perform other duties.
- Assist in field work, attending to the clients and register of new clients.
- Receiving revenue from the clients and deposit into the bank.

Uganda Bureau of Statistics (UBOS)

2023-may Enumerator Supervisor (kuluba Sub-count, pamodo parish)

Key Roles as the Enumerator Supervisor

- Conduct interview with individual, institute and hospital to collect census data
- Verify data for accuracy and completeness.
- Ensure confidentiality and security of data
- Report and issues or concerns to the Sub-count supervisor.
- Managing and supervising the daily operations of a census taking team.

CLEAN -UGANDA (Community leadership Empowerment and Network)

Duration: Four times in a year. The assignment: under the project welcome sasrme Early childhood Development program basically for emotional development and cultural identity for one year. Endline survey and baseline survey in four ECD centers of lokujo ECD in lobule, Nyariol pioneer ECD Center, St Catherine ECD Center, child of Jesus ECD Center in londonga respectively

EDUCATION

Diploma in Business Administration (accounting) Institute of accountant and Commerce.

CERTIFICATE

Certificate of completion (Save the Children)

LANGUAGE

English (fluent) Kakwa (fluent) kiswahili (fluent) Arabic (good)

REFERENCE

Available upon request