Telephone: +256787958740| +256701319995| Email: vianneyja@gmail.com

An exceptional Lawyer, currently undertaking post graduate legal studies and Guild President of the Law Development Center (LDC) Kampala. A graduate of Business Administration with 6 years of experience and record of success in Human Rights based activities and banking industry. A former Seminarian and passionate about Constitutionalism, rule of law, human rights, and commercial practice. Decisive leader with excellent communication. planning and organizational skills.

### **Working Experience**

## Center for Health, Human Rights and Development (CEHURD) – Intern. June 2023 to August 2023

- Assisted in drafting and preparation of the Applicant's Written Submissions in Rejoinder in the
  case of CEHURD and Others v Chrisco Fellowship of Churches, and another where a woman died
  due to the negligence of the respondent hospital during labour after a perforated intestine was not
  well managed.
- Participated in the blood donation campaign organised with the Uganda Blood Transfusion Services where 183 units of blood were collected.
- Held a radio talk show in Sebei Region to commemorate the International Day of the African Child under the theme "The Rights of the Child in the Digital Environment".
- Wrote an Article "A World of Equal Chances" highlighting the need to improve maternal health services and published on the World Population Day 11<sup>th</sup> July.
- Represented CEHURD in the Health Subprogram Post Budget Dialogue organised by PATH to identify unfunded priorities in the Health Sector and strategize for advocacy in the next budgetary cycle.
- Attended and co-facilitated the Media Fellowship, a one week engagement with journalists carefully and strategically selected from the country on positive reporting on Sexual and Reproductive Health Rights.
- Conducted a number of field work activities in various districts such as Mayuge, Hoima, and Kapchorwa.
- Prepared Reports for different activities and field work for accountability.

# Public Interest Law Clinic (PILAC) - Clinical Legal Education Student. Mar 2023 - September 2023.

- I successfully implemented an intervention programme on bail process as part of the externship programme at Mengo Chief Magistrate Court.
- I led a team of respondents which participated and won the 9<sup>th</sup> CLE Moot at High Court. The moot was argued on the grounds of a government's responsibility to protect, promote and fulfill various human rights.
- Led a team that worked with the Network of Public Interest Lawyers (NETPIL) on a project to analyse the Mental Health Act of 2019 in relation to protection of the rights of persons with mental illness.

# Wave Uganda Limited - Manager Premium Office/Service Center. 18th Jan 2022 - to 17th Nov 2022

- I ensure that all procedures for the general procurement and cash operations at the service center are adhered to.
- Supervise all logistical and cash transactions done at the service center
- Oversee all asset and cash movements to and from the bank to ensure that the risk is minimized through following the laid down procedures.
- Manage liquidity needs at the service center to avoid having excess or less cash which expose the company to the associated risks.
- Make daily, weekly, monthly, quarterly reports on the compliance status at the service center.
- Protected company assets and gave periodic accountability for the same.
- Training my team on logistical and cash operations and the accompanying accountability.

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# Exim Bank (U) LTD - Quality Assurance Officer. 30th May 2020 – 17th Jan 2022.

- Assessed the effectiveness & efficiency of the Standard Operating Procedures (SOPs) especially in regard to procurement of company assets and services.
- Ensured that all controls pertaining to operational income leakages, procurement risks are abided with.
- Made sure QA reports are prepared in time i.e. the daily findings and periodical such end month reports or as directed and requested
- Reviewed cash shortages and overages, the Root cause analysis carried out and follow-up for closure plus suggest recommendations to prevent re-occurrence.
- Ensured full adherence of the laid down EBUL Standards, policies and Procedures to ensure Value For Money.
- Made sure Spot checks are conducted in assigned Branches as per set guidelines to establish proper management of company assets at various branches.
- Ensured that controls and processes are applied on a consistent basis through (K.Y.C).
- Drew, suggested, and came up with Checks and balances to minimize the risks arising from procuring goods and services.

# Exim Bank (U) LTD: Compliance Officer - 1st June 2019 -30th May 2020

- Ran the dow jones reports for specific customers on a daily basis to ensure that all sanctioned people are identified and only genuine stakeholders are bank partners.
- Prepared a compliance tracker where periodic legal requirements were tracked and discussed with the respective heads of departments such as Finance to ensure that all procurement operations were legal and lawful.
- Conducted training to all staff as far as compliance requirements such as the Anti-Money Laundering was concerned.
- Monitored the submission of periodic regulatory requirements such as Bank of Uganda Reports.
- Responded to compliance requests from third parties and regulators such as the Financial Intelligence Authority,.
- Conducted review of laws and regulations to highlight the compliance obligations of the bank, noting them down accordingly and advising the departments on the same.
- Did sport checks at branches to establish whether they are following the laid down procedures and policies.
- Developed new policies regarding the bank's conduct of mobile money services and other transfers.
- Inducted new staff on compliance and the processes for ensuring that all policies and procedures are respected.

# Exim Bank (U) LTD: Cash Officer – 1<sup>ST</sup> April 2017 –30<sup>th</sup> May 2019

- Conducted counter cross selling of the bank products and increased the branch productivity by selling strategic products to strategic customers.
- Handled forex transactions in conjunction with treasury officers for the best rates possible for the bank and clients.
- Kept the vault treasury keys, and was in charge of cash shipment to and from the vault.
- Procured required items for the branches such as stationary, sits, computers, etc
- Liaison with departments to understand their needs as per from the branches.
- Ensured safety of bank property
- Trained about fraud and fraud prevention.
- Investigated cash shortages and recovery.
- Received clients and accepted their cash, depositing the same on the respective accounts, balancing cash daily, maintaining the stores, ordering of required stock, issuing of requested stock.

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- Payed clients in form of withdrawals, recording customer complaints and responding to the same accordingly.
- Scanned outward cheques that are delivered to the branch
- Did money transfers like money gram, western union, mobile money,
- Acted as chief teller where cash to different tills, vault, and ATM was properly managed.
- Trained new staff.

### Barclays Bank (U) LTD. Intern 22nd Dec 2015 to September 2016

- Retrieving customer information in hard files, scanning the same and updating the systems. Completed Know Your Customer (KYC) project.

**Education Background.** 

Institution	Qualification Qualification	Period	Grade
Makerere University-	Bachelor of Laws	2020 - 2024	ongoing
Kampala			
Makerere University-	Bachelor of Business	2013-2016.	2 <sup>nd</sup> Class Upper (4.35)
Kampala	Administration - Procurement		
	Option		
St. Mary's Seminary-	Uganda Advanced Certificate of	2010-2011	25 Points
Virika Fort Portal	Education (UACE)		
Nyakinoni Secondary	Uganda Certificate of Education	2006-2009	Second Grade (35 Agg)
School-Kambuga	(UCE)		
Kanungu			

#### Skills.

Computer skills in MS word, MS excel, power point, and internet skills.

Communication skills with confident expression and presentation.

Interpersonal skills, Time management skills, software skills such as Flexcube, and intellect.

### Languages:

English (Fluent), Rutooro (good), Luganda (good), and Rukiga (Mother tongue)

### Leadership and Responsibilities.

- Former Candidate for LCV Chairperson, Kanungu District (2021 Elections)
- President Makerere Procurement Students Association (MAPSA) 2015-2016. I was able to organize two skills imparting workshop in conjunction with the Institute of Procurement professionals in Uganda (IPPU)
- Project Coordinator Makerere University Young Entrepreneurs Association (MAYEA) 2015-2016. I initiated the idea of a students' saving scheme (SACCO), the idea needs more development. I also organized field tours to learn about urban farming and environmental conservation.
- Debating Chairman, St. Mary's Seminary 2010-2011. I organized inter school debates which improved English speaking among learners.

#### **Hobbies:**

Meeting new people, Traveling, Discursive meetings, and Documentaries.

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# **Referees:**

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- 3. Moreen Musiimenta, Senior Operations In Charge, Exim Bank Uganda Ltd, P.O.Box 36206, Kpla Ug, +256 754 104 477 <a href="mailto:moreen.musiimenta@eximbank-ug.com">moreen.musiimenta@eximbank-ug.com</a>