

# Curriculum Vitae

MARION AHABYOONA

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**Date of Birth** 3<sup>rd</sup> April, 1991  
**Sex** Female  
**Nationality** Ugandan

## Education

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2022 *Institute of Certificate in Public Accountants (CPA) - Certified Public Accountant*  
2010 – 2013 **Uganda Martyrs University Nkozi** - *Bachelors of Business Administration and Management*  
2008 – 2009 **St. Agnes Girls Senior Secondary School** - *Uganda Advanced Certificate of Education (UACE)*  
2004 – 2007 **Maryhill School** - *Uganda Certificate of Education (UCE)*

## Professional trainings:

- Quick books accounting software - Harvest Training and Consultancy Uganda Ltd.
- Completion of Google workspace course- Udemey
- Completion of Excel course- Udemey

## Skills and Qualities

- Hands-on knowledge of Quick books, SAP and Tally accounting softwares.
- MS Windows and MS Office Packages (Word, Excel, PowerPoint, Outlook)
- Excellent analytical and report writing skills.
- Dedication to hard work with professional approach to teamwork to produce reliable results.
- Interest in taking up new ideas, challenges and working under minimum supervision.
- Pay attention to detail

## Work Experience

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OCTOBER 2019-TODATE

**ONCOPHARM (U) LIMITED- ACCOUNTANT**

### *Duties and Responsibilities*

- Preparing monthly and quarterly management reports.
- Filing and payment of returns both monthly and annual.
- Preparing monthly payroll for staff and payment of director dividends.
- Supervising staff to ensure that they are doing their duties diligently.
- Preparing monthly bank reconciliations and handling petty cash.
- Managing receivables and payables.
- Preparing quarterly financial forecasts.

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- Participating in semi-annual audits.
- Preparing Bids and pre-qualification documents.

## **FEBRUARY 2018 – JUNE 2019**

### **DEFINITION AFRICA-ACCOUNTS AND ADMINISTRATION OFFICER**

#### ***Duties and Responsibilities:***

- Posting all transactions into the Quick books online system on a daily basis.
- Preparing vouchers for all payments and getting all necessary approvals.
- Preparing online banking payments and filing the necessary books i.e online request forms, and bank payment vouchers after approval.
- Preparing weekly inventory reports after stock take.
- Preparing monthly sales and profit reports.
- Preparing monthly payroll for staff and Filing taxes i.e PAYE, NSSF, VAT, LST among others.
- Supervising staff to ensure that they are doing their duties diligently.
- Banking of cash collections and doing bank and cash reconciliations.

## **OCTOBER 2015- FEBRUARY 2018**

### **ST. CATHERINE'S HOSPITAL:- ACCOUNTS ASSISTANT**

#### ***Duties and Responsibilities:***

- Checking and invoicing Insurance companies for services consumed by the clients.
- Preparation of Project financial statements on a monthly basis.
- Keeping the project's financial status up to date.
- Billing of Insurance companies for services consumed by the clients.
- Reconciliations for the several insurance companies as and when payments are made.

## **MARCH 2015 – JUNE 2015**

### **KHODIYAR INVESTMENTS LTD. – Transformation and Evaluation Personnel**

#### ***Duties and Responsibilities:***

- Managing the Sales team to ensure timely and proper distribution of stocks and proper reconciliations in terms of profits at the close of the business day
- Weekly reporting on performance of the Uganda Breweries Limited products in the distributor area in terms of stock levels, purchases, sales opportunities among others .
- Increasing customer base for Uganda Breweries Limited products by seeing to it that there is Uganda Breweries Ltd brand visibility and availability in the area.
- Market visits to find out the queries that customers have and addressing them accordingly and timely to their satisfaction thus winning customer loyalty to the brands and the distributor.
- Managing the Sales team to ensure timely and proper distribution of stocks and proper reconciliations at the close of the business day.

## **MAY 2012 – JAN 2015**

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## **ARBEITER SAMARITER BUND – Finance Officer**

### ***Duties and Responsibilities:***

- Prepare payments and documents such as invoices, journal vouchers, reimbursements, and statements and calculate rates paid for purchases.
- Bank Reconciliations for the company's bank accounts posting all transactions to the ledgers.
- Allocating expenses to the different appropriate budget-lines.
- In-charge of petty cash
- Cash reconciliations and posting all transactions to the ledgers
- Enter, update, and/or retrieve accounting data from automated systems.
- Fundtracflight system processing posts financial data to appropriate accounts in an automated accounting system according to instructions.
- Review on-line transactions for changes and accuracy and corrects errors.
- Retrieve system reports, assigns codes to data, orders, prepare accounts files and/or removes records and reports. etc.
- Supervising and assigning work to casual workers and interns in the finance department.
- In charge of all office activities while the top management team is in the field.

### **LANGUAGE PROFICIENCY**

- English
- Runyankore
- Luganda

### **References**

Miss Ruth Uwiringiye

Director

Oncopharm (U) Ltd

0782 738699

Ms. Kyomukama Immaculate

Head of Finance

St.Catherines hospital

P.O Box 22868

0706887868

Ms. Amelia Namutebi

Human Resources Officer

Arbeiter Samariter Bund

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