

CURRICULUM VITAE

PERSONAL INFORMATION

Name: Ssemeere Ibrahim
Marital Status: Married
Date of Birth: 24th Feb 1987
Nationality : Ugandan
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PROFILE:

I am an open minded and resourceful **Certified Public Accountant**, with an acquiring mind and optimistic outlook, industrious and ready to work as a team member for an organization.

I can handle challenges with less stress and having the ability to motivate others. This coupled with the ability to communicate comfortably to ensure good teamwork in an energetic and productive working environment.

Provide robust modelling and reporting to facilitate executive-level decision making.

Rapidly adapt to new technologies and possess expertise with MS Word, PowerPoint, Excel Access and broad range of **accounting Software such as SUN SYSTEM, SAP FICO, MICROSOFT DYNAMICS NAVISION CLASSIC**

Hands on experience in quantitative / statistical/financial analysis, budgeting, accounting and forecasting.

Career Objectives:

To work with a progressing organization where professional and expert knowledge can be exploited to the highest level.

To have a high level of communication and professionalism in turn for a challenging task, job satisfaction and the opportunity to build a career.

Technical Skills

- **Strong financial and Data Analytical skills;** support operations through analysis of key performance indicators and trends.

- **Computer skills:** Proficient in using **Microsoft word, Advanced Excel, Vision Excel, Power point, Internet, Email, Sun system Accounting Software, payroll Bureau, financial Modelling, STATA and SPSS,**
- **Experience in financial modelling, data analysis and reporting,**
- **Knowledge of databases, data analysis, and statistical analysis tools such as STATA, SPSS.**
- **Budget and Financial management skills,** ability to identify and resolve budgetary problems and identify sources for data collection
- **Flexible and adaptable:** keen and enthusiastic learner capable of adapting to different working environment.

Core Competencies.

- Strategic development
- Data Analysis/Financial modelling
- Risk management
- Corporate Finance
- Performance Optimisation
- Relationship Management
- Concept implementation
- Financial Accounting.
- Documentation and Reporting.
- Report Writing skills
- Good communication and interpersonal skills.

CERTIFICATES:

- **Advanced Excel and Financial Modelling course**
- **Teammate Analytics Training (Audit Risk and Compliance)**
- **Personal growth and Self – Leadership,**
- **Monitoring and Evaluation of Population, Health, Nutrition Programs Within a decentralised System.**

MEMBERSHIP:

- **Full member of the Institute of Certified Public Accountants of Uganda (FM2545)**

EDUCATION BACKGROUND:

2013 to 2016: Certified Public Accountant of Uganda (CPA (U))
(**MEMBERSHIP ATTAINED**) **FM 2545**

2007-2010: Bachelor of Commerce (Accounting)
Makerere University Kampala

2005-2006: Uganda Advanced Certificate of Education (U.A.C.E)
Progressive Secondary School Bweyogerere

2001-2004: Uganda Certificate of Education (U.C.E)
Progressive Secondary School. Bweyogerere

1994- 2000: Primary leaving education (P.L.E)
Shimon Demonstration School

EMPLOYMENT HISTORY:

20th May 2019 to date UGANDA NATIONAL DRUG AUTHORITY (NDA)

POSITION: ACCOUNTANT

Other Appointments (Chairperson NDA Board of Survey) and

Member of the Evaluation committee (Under the procurement and Disposal

Unit)

Summary of responsibilities:

- Ensure the Board of Survey team carries out physical inspection of assets to be disposed of, Assess costs and benefits of various disposal methods and recommend the best disposal methods, submit detailed reports to the secretary of Authority stating the condition of the assets, their respective locations and recommendations.
- Management of all Accounts receivables-(import verification Invoices) under the ministry of Health donor funded projects such as **Chemonics-USAID, IDI, Clinton foundation and Global Fund.**
- Participate in the **Evaluation of the bids** using the criteria stated in the solicitation document, prepare Evaluation Report, and Recommend which bidder should be awarded the contract.
- Prepare the payroll and ensure salaries are paid in accordance to staff terms and conditions of service;
- Prepare bank reconciliations,
- Process payment vouchers and ensure all payments are in line with the budget and approved plans, File of all accounts documentation, vouchers, receipts and bank correspondence
- Analysis of payment requests and reconciliation with approved documentation including local purchase orders (LPO) and contracts, among others and **ensure** all supporting documentation is attached and drawn from the appropriate funding source.
- Post payment invoices into the financial management system in line with approved Program framework.
- Prepare monthly reports on outstanding payments/obligations including purchase orders and cross-check data captured on the financial management system against payment records. Maintain control records for the contractual payments and ensure all payments are within the contract limits.
- Manage program office imprest and ensure proper record keeping and accountability.
- Monitor expenditures to ensure that they remain within authorized levels.
- Participate in administering and monitoring extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures;

- Generate monthly depreciation postings and annual account reports to management and also maintain fixed asset system for accounting, processing and reporting of the assets
- Facilitate the tracking of assets and updating the fixed assets register.
- Perform statistical, cost and financial analysis of financial reports and data, and prepare recommendations for budget adjustments and other cost improvement measures for management attention.
- Direct stock takes exercise and reconciliation of Ledger balance, Inventory Control and physical balances. Offer support to the quarterly and annual verification of assets and store's Inventory;
- **Ensure regulatory compliance with tax and other regulatory bodies (PAYE, WHT, VAT and Pension, and others).**
- Timely retirement of all **staff/regional accountabilities** and providing monthly reports of unaccounted for funds;

1st July 2014 to 20th May 2019 UMEME LIMITED

POSITION: ACCOUNTANT (Financial Reporting)

Summary of responsibilities:

- Ensure accurate, timely and appropriate classification recording and analysing of financial transaction in the financial system. (SUN SYSTEM)
- Analyse monthly financial statements and reports on variances
- Guide management on the Budgeting processes and implementation, and providing operational support in budget planning and management.
- Help in monitoring and evaluation of departmental budgets to ensure performance within budget,
- Review, classify and code financial information for all classes of transactions including payables, revenue, cash , banking, fixed assets, payroll, staff expenses, inventory,
- Establish and monitor the implementation and maintenance of financial accounting procedures.
- Ensure Compliance with laws and regulations including tax and other regulatory requirements.
- Host regular challenge meetings with local budget holders and spenders to further promote accountability and understanding.
- Review and assist in finalization of budget performance report, analysing variances between approved budgets and actual expenditures, drafting reports on the planning assumptions.
- Prepare cost estimates and budget proposals, in terms of Company's resourcing requirements such as staff and non-staff requirements
- Ensure the efficient and effective use of budgetary resources through robust monitoring of budget utilization to the approved budget
- Manage budget implementation and recommends reallocation of funds as necessary, prepare monthly, quarterly and yearly reports as required.

- Complete and submit corporate requests including year end and interim accounting packs, local large cash payment forecasting, budget transfers and monthly variance analysis.
- Provide additional support to finance manager on information gathering and initial analysis of data, systems or processes
- Consolidate, test and calculate key accounting adjustments, for example, accruals and prepayments and provisions
- Prepare regular and timely office level monitoring reports on local budgets and forecasting information to inform management of outturn, particularly around financial year targets
- Support to the Finance Manager with the preparation of other key standing reporting requirements

23rd July 2012 to 1st July 2014 UMEME LIMITED

POSITION: ASSISTANT ACCOUNTANT

Summary of responsibilities:

- Process and record invoices for payment timely and accurately.
- Verify invoices against contract terms and other agreements.
- Prepare Bank reconciliation Statements on a monthly basis,
- Sort and match invoices and check requests.
- Prepare and submit aging summary reports.
- Resolve invoice discrepancies.
- Maintain the vendor/ supplier files while corresponding to their inquiries.
- Assist the Senior Accountant Payables in depositing all statutory dues like NSSF, PAYE, Corporate advance Tax, VAT, often checking of computations.
- Keenly check the reconciliation gross payment account and ensure that the physical balance is tallying with the general ledger.
- Perform detailed analysis of payables balance; prepare reports documenting trends and financials and operational performance and ensure timely distribution of reports to management.
- Conduct physical verification of assets in the general ledger at different locations.

4th Oct 2009 to 23rd July 2012: KAL ASSOCIATE LIMITED (Certified public Accountants)

(EXTERNAL AUDIT FIRM)

POSITION: AUDIT ASSOCIATE

Summary of responsibilities:

- Support the Audit Senior in auditing books of accounts and refilling of tax returns submitted to URA

- Provide help to Auditors to review internal controls and procedures and participate in the preparation of Audit reports and management letters
- Evaluate the Accuracy of accounting systems and procedures.
- Prepare audit paperwork in accordance with standards and regulations.
- Computation of reports, taxes and other statutory deductions.
- Provide significant help and support senior professionals to review a corporation's internal controls and procedures.
- Identify procedures and policies in tax reporting process.
- Analyze and recommend changes in internal audit controls.
- Create and manage budgets, balance sheets and other related financial statements.
- Develop and maintain the client and business data base.

REFERENCES:

1. CPA Kiguli Peter Kitooke
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2. Namulindwa Lilian Victo
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