

CURRICULUM VITAE

Miir Joseph

PERSONAL INFORMATION

Date of Birth: 31st May 1984

Recent Employment: Accountant

Qualifications: Certified Public Accountant

Marital Status: Married

Religion: Christian

Nationality: Ugandan

Languages Spoken: English and Luganda

Contact Address Mob; 0774-835065/ 0705-741177

E-mail: josephmiir2@gmail.com

Professional Membership:

I am a Certified Public Accountant affiliated to the Institute of Certified Public Accountants of Uganda since 2016.

Key Qualifications and Capabilities:

Am well conversant with the URA portal in the filing of Tax Returns. In my line of duty, I have computed and compiled the staff PAYE (Pay As You Earn), VAT (Value Added Tax) and submitted them to the URA portal. I have also filed Income Tax and WHT (With Holding Tax) returns.

I was appointed the Acting Purchases Manager with Tulip International Ltd since April 2018 where I have been in position to liaise with company suppliers on credit and negotiating the credit terms.

EDUCATIONAL BACKGROUND

Date	Institution	Course	Award
2015	Institute of Certified Public Accountants of Uganda-ICPAU	Certified Public Accountant-CPA	CPA
2005	Bishop Nankyama Memorial College-Degeya	A-Level (PEM)	UACE
2001	Ssaku Secondary School	O-Level	UCE
1997	Gayaza Boys P/S	Primary Education	PLE

APPOINTMENTS & WORK EXPERIENCE

Employer: Tulsi Group of Companies.

Position: Financial Accountant

Duration: 2017 – To date

Reporting To: Managing Director

Tulsi Group of Companies consists of four companies that include Tulip International Ltd, Rainbow Joint Products Ltd, Keshav Strength Production Ltd and Varsani Fabrications & Interiors Ltd. I have served Tulip International Ltd and Rainbow Joint Products Ltd in the capacity of a Financial Accountant.

Tulip International Ltd.

Tulip International Ltd is a company that mainly deals in Construction and Civil Engineering. We contract and build sites for various clients and among the projects worked on include warehouses, hospital premises, office and residential premises.

Duties and Responsibilities:

- Oversee all financial and accounting activities
- Prepare the Financial Statements for Auditing and coordinating the Audit
- Preparing all transaction summaries and ledger entries and posting in the Tally system
- Ensuring that the established Internal Control Systems for receipts and expenditures of funds are in place, adhered to and maintained.
- Ascertaining that the vouchers and claims are correct with appropriate supporting documents attached before submitting them for authorization and payment.
- Control site expenditures by the site supervisors and foremen.
- Managing all company bank accounts and doing monthly bank reconciliations.
- Managing company creditors and making payments on due dates.
- Reconciling all debtors' and creditors' ledgers.
- Computing the VAT and PAYE returns and filing them to URA.
- Preparing a monthly payroll.
- Maintenance of the Asset Register of the company.
- Resolve Bill of Quantities and accounting discrepancies.
- Managing fuel disbursements for the company fleet of vehicles and bikes and preparing monthly reconciliation on fuel used and reporting on variances.
- Member of the procurement team.

Rainbow Joint Products Ltd

Rainbow Joint Products Ltd is a manufacturing company dealing in the production of paints. It produces a wide range of paints that include Automotive, Emulsion and Gloss Paints.

Duties and Responsibilities:

- Prepare the Financial Statements for Auditing and coordinating the Audit.
- Invoicing of customers and maintain entry into tally system.
- Always fall up on debtors for payment when credit periods expire.
- Preparing payments to suppliers and making sure that the vouchers and claims are correct with appropriate supporting documents attached before submitting them for authorization and payment.
- Supervising the periodical stock taking exercise and thereafter do material reconciliation.
- Preparing monthly reconciliations on all bank accounts and cash receipts.
- Managing all debtors' and creditors' ledgers and preparing monthly reconciliation.
- Compiling monthly VAT returns and filing them to URA.
- Always liaise with store manager on the stock levels to avoid stock outs.

Employer: Property Services Ltd

Position: Account's Assistant

Duration: 2015-2016

Reporting To: Financial Controller

Property Services Ltd is a real estate management firm and developer for various clients in and outside Kampala. The firm manages over 200 properties that include commercial and residential properties.

Duties and Responsibilities:

- Review of Tenants Ledgers to check whether rent charged to tenants is as per the Tenancy Agreement.
- Carryout a review to check whether the Rental Income charged to tenants is correctly transferred to the correct Client's Ledger.
- Review expenses to clients' ledgers and check whether they have been correctly transferred to the respective properties.
- Review of the clients' account statements and investigate the discrepancies
- Review rental changes to find out whether all changes have been documented and signed off by respective authority and the tenant.
- Audit of Tally System to check correctness of invoices, receipts, payment vouchers, journals, etc.
- Maintenance of a rental debtors' register for all rented properties
- Managing of Clients' WHT deductions

- Preparation of monthly VAT and PAYE returns for submission to URA
- Following up on bounced cheques from tenants
- Helping in the preparation of final accounts

Employer: St Roza College School Matugga

Position: Teacher

Duration: 2014-2015

Reporting To: Director of Studies

Duties and Responsibilities:

- Teaching subjects of Mathematics and Physics on a part-time basis.
- Organizing and supervising physics practical lessons.
- Patron of the school prefectorial body and Head of the Sports Department.
- Organized students' workshops both internally and externally at both 'O' and 'A' Levels.

Employer: MOK & ASSOCIATES, Certified Public Accountants

Position: Audit Assistant

Duration: 2013-2014

Reporting To: Audit Manager

Duties and Responsibilities:

- Prepare clients' tax returns for filing.
- Active participation in the planning of the audit engagements.
- Carrying on audit assignments assigned by the supervisor. I was assigned auditing assets and liabilities.
- Discussing with the supervisor the progress of the engagement and any significant issues that arise.
- Preparing Financial Statements for clients.
- Any other duty assigned by the Audit Manager.

Employer: Brethren College Kiryagonja

Position: Bursar and Teacher

Duration: 2007-2012

Reporting To: Director

Brethren College Kiryagonja is a privately owned Senior Secondary School teaching sciences and arts at both ordinary and advanced levels. I was involved in teaching Mathematics at both levels and physics at ordinary level, plus acting as the bursar for the school.

Duties and Responsibilities:

- Receipt, record analyze and banking of all school revenues plus updating all students' ledgers.
- Preparing financial reports as and when due, showing variances and investigating the discrepancies.
- Prepare and manage debtors' ledgers
- Inspection of stores and stock balances
- Manage the petty cash.
- Reconciling all the school bank accounts and give a report after.
- Budget preparation with top managers.
- Prepare the payroll for submission to top managers.
- Raising requisitions for payments, coding and preparation of payment vouchers.
- Teaching subjects of Mathematics and Physics.
- Conducting physics practical lessons.
- Head of Science Department and class teacher.
- Supervising the Prefectorial body.

Achievements:

Though I never trained as a teacher, I have been tactical in the field of Education where I have taught students and scored Grade "A" at Advanced level and Distinctions at Ordinary level.

Computer Experience:

- ❖ Microsoft Word for word processing
- ❖ Microsoft Excel
- ❖ Tally accounting system
- ❖ Always keen to learn and work with other software packages and am a quick learner

My Objective:

- ❖ To provide a quality service in whatever I do in a challenging and rewarding career of accountancy.
- ❖ To work in an organization that provides work, requires creative thinking and problem solving.
- ❖ To work in a dynamic organization that has commitment to the development of its employees.

Personal Assessment:

- ❖ Good communication and interpersonal skills.
- ❖ Ability to work for long hours with minimal supervision.
- ❖ Enthusiatic and hardworking to meet deadlines.
- ❖ Self-motivated, confident and enjoy challenges.
- ❖ Team leader and player.

REFEREES:

1. Mr Mutebi Richard
Internal Audit Manager,
Uganda Catholic Secretariat,
Nsambya- Kampala
Mobile: 0772-323728
Email: mutebimu@yahoo.com
2. Mr. Ssengendo Geoffrey
Head of Finance
Bishop Cipriano Kihangire
Secondary School.
Mobile: 0775-623380
Email: gssengendo@gmail.com
3. Mr Kazibwe B Mark
Tax Manager
Property Services Ltd
Mobile: 0752-007999
Email: mbkazibwe@gmail.com