

MOSES EMIEDU



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PROFESSIONAL SUMMARY

A self-motivated and passionate individual with extensive expertise in account management, flow, reporting, and across many business areas and extensive knowledge in accounts payable. Known for accuracy, attention to detail and timeliness in executing accounts payable and receivable functions and disbursement for diverse industries. Motivated team player who consistently meets and exceeds productivity goals. Focused individual who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Detail-oriented individual with highly professional attitude, strong leadership, problem solving, relationship-building skills and ability to perform well in a team. Seeking a challenging yet fulfilling position that will utilize my management and accountant experience to its full potential.

CORE COMPETENCIES

- MS Word
- MS Excel
- MS PowerPoint
- Budgeting
- Time management
- Leadership
- Attention to details
- Collaboration & Teamwork
- Exceptional Interpersonal skills
- Dedicated to Excellence
- Multi-tasking
- Strong Work Ethic
- Management Skills
- Highly organized
- Communication Skills



PROFESSIONAL EXPERIENCE

Finance Administrative Manager

2010-2023

Dynapharm Tanzania LTD | Dar es Salaam-Tanzania

It is a Health based organization that believes in a holistic approach towards health

- Prepare and Maintain up to date books of prime entry.
- Ensure duly and timely documentation transactions
- Production of Financial and Management Accounts.
- Prepare cheques, invoices, process payments, and disbursements in compliance with established procedures and internal control processes.
- Ensure all payments have proper supporting documentation and are authorized/ approved with agreed policy.
- Supervising Accounts Assistants and sales personnel's.
- Undertake banking activities including periodic bank reconciliation and bank follow ups.
- Manage and Supervise the Office Imprest system.
- Computation of various Tax liabilities and filing of returns.
- Prepare payroll and arrange payments of Salaries to staff, monthly processing of payroll, PAYE.
- Support the annual external audit.
- Supervise all of the administrative activities that facilitate the smooth running of office

Accounts Assistant 2009 - 2010

Automobile Association Of Uganda | Kampala, Uganda

Founded to offer reliable motoring solutions by responding to member's needs while taking into consideration the Club's growth!

- Produced accurate and timely financial and Management Accounts, Assessed and closed Accounts
- Payable sub-ledger on a monthly basis, validated content and resolved various issues
- Composed effective accounting and ad-hoc reports summarizing accounts payable and receivable data for supply chain, HR and other departments
- Instituted thorough cross-checking of Trade receivable ledgers, and invoices that halted a previous history of thousands of shillings in overpayments to suppliers
- Achieved timely filing of returns on VAT, PAYE, Social Security, Provisional Taxes and endured accurate and compliant Accounting files and records in accordance with company policies and government regulation.

Accountant

2008 - 2008

Habbana Investment Uganda LTD | Kampala, Uganda

Habbana Investment is an inspirational blend of Bar and Restaurant, to take care social style and bites.

- Saved a company millions of shillings in overpayments to suppliers by instituting thorough cross checking of inventory and invoices that halted a previous history

- | Accounts Intern | 2007 – 2007 |
|---|-------------|
| Soroti Municipal Council - Uganda Soroti, Uganda | |
| Soroti is the main municipal, commercial, and administrative center of Soroti District | |
| <ul style="list-style-type: none"> Achieved in-demand status as a sought-after Accountant trainee, with a by then chief Finance Officer wishing me to go back to them after my studies Introduced the need and operated financial computer systems and furnished senior Accountants with Accounts Payable liability summaries and cash flow reports that were consistently praised for their accuracy, user-friendliness and timeliness Demonstrated the ability to fill in at a moment's notice, quickly mastering new systems, processes and workflows Handled the processing, distribution, accuracy verification and maintenance of invoices, interfacing extensively with a nationwide network of vendors and suppliers of stationery to the council | |

Uganda Red Cross Society-Soroti | Soroti, Uganda

The Uganda Red Cross Society (URCS) is the leading humanitarian organization in Uganda

- Promoted to supervise the food distribution process for ASAMUK Sub County- Amuria District and including payment of the day's wages, proofing of checks and communication with other food distributors
- Achieved expanded responsibilities (concurrent with Supervisor's duties) as the Food Distributor interim supervisor and payroll administrator filling in absence of the supervisor.
- Formerly recognized by the food distribution supervisors for injecting improvements in transparency in food distribution process, recordkeeping/controls that reversed a history of missed food bags
- Promoted interpersonal relations with other colleagues by encouraging teamwork in the food distribution process

▪ Masters of Business Administration (Finance) The Open University of Tanzania	2018 - 2022
▪ Post Graduate Diploma in Grants Management Strategia Netherlands	2019 - 2021
▪ Diploma in Project Management Alison Advance Learning System Online Ireland	2014 - 2015
▪ CPA (Uganda) – Level One	Dec 2009
▪ Bachelor of Business Administration (Accounts and Finance) Uganda Christian University	2008

Financial Management Essentials Certificate	(May – June2021)
Cornerstone on Demand Foundation	
Grant seeking essentials certificate	(May-June 2021)
Cornerstone on Demand Foundation	
Certificate in Forensic Accounting and Fraud Examination(2016)	
West Virginia University\Coursera moocs USA	
Certificate of Introduction to Corporate Finance(2015)	
Wharton University of Pennsylvania\Coursera USA	
Statement of Accomplishment in Public Private Partnership (P3s)	(1st June-July 2015)
World Bank Group\Coursera Moocs USA	
Certificate of the European Union in Global Governance(May - July 2015)	
European University Institute/ Iversity -Berlin	
Certificate of Fundamentals of Management(April - May 2015)	
University of California/Coursera USA	
Uganda Advanced Certificate of Education (UACE)(2003-2004)	
St.Johns Secondary School Uganda	
Uganda Certificate Of Education – Ordinary Level	(1999-2002)
Soroti Central Secondary School Uganda	
Uganda Primary Living Exams (PLE)(1991 - 1997)	
Soroti Islamic Primary School	

Parastatal Pensions Fund (PPF) **11-12/Feb/2016**

LANGUAGES

- English
- Swahili
- Ateso
- Luganda
- Luo

REFERENCES

Available upon request

