|  |  |  |
| --- | --- | --- |
|  |  | OsengedOsenged.221924@2freemail.com  |
| Curriculum Vitae |   |
|  |  |
| Personal information |  |
|  |  |
| Nationality |  UGANDAN |
|  |  |
| Date of birth |  20TH /MARCH / 1975  |
|  |  |
| Gender |  MALE |
| Marital status |  MARRIED |
|  |  |
| Desired employment / Occupational field | INTERNAL AUDITOR/ ACCOUNTANT |
| Work experience  **Date**

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|  **Employer** **position held** |
| **Duties** |
|  |

       **Employer** **Position held**  **Duties** |

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| **JULY 2013 –TO DATE****CONCORD LOGISTICS LIMITED** **(** Importers ,wholesalers and distributors of consumer goods and Pharmaceuticals) |
|  **INTERNAL AUDITOR** |
| * AUDITS ON COMPANY & DEPARTMENTAL OPERATIONS –(a) STANDARDIZATION OF ACCOUNTING DOCUMENTS– INVOICES / RECEIPTS ETC.(b) REVIEW OF COMPANY VENDOR CONTRACTS(c) AUDIT OF PRICING PROCEDURES(d) REVIEWS OF SALES CONTRACTS
* RISK ASSESSMENTS OF SECURITY PROCEDURES ON STORAGE OF COMPANY GOODS & DOCUMENTS
* AUDIT OF SOFTWARE & DATA FOR ACCURACY AND PRIVACY
* CONTROLS ON AMENDMENTS POST MONTHLY CLOSURE OF BOOKS
* AUDITS ON FINANCIAL REPORTING TO BOARD OF DIRECTORS, AND EXTERNAL PARTIES
* AUDIT ON INVENTORY & STOCKS FOR AGING AND ACCURACY OF REPORTING
* AUDIT ON RECEIVABLES FOR AGING AND ACCURACY OF REPORTING
* COMPLIANCE WITH VARIOUS TAX AND GOVT. AUTHORITIES FOR REPORTING OF FINANCIAL STATEMENTS
* REVIEW OF FINANCIAL INSTRUMENTS, GUARANTEES AND CAPITAL ASSETS.
* COMPANY POLICY REVIEWS
* COORDINATE WITH 3RD PARTY AUDITORS TO PROVIDE FINANCIAL REPORTING & COMPLIANCE TO GOVERNMENTAL AGENCIES, BOARD OF DIRECTORS AND SHAREHOLDERS
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**NOV 2012-JUNE 2013****AFGHAN WIRELESS COMMUNICATION COMPANY (AWCC)-AFGHANISTAN)****(Telecommunication Company)** **DEPUTY MANAGEMENT CONTROLLER*** VERIFIED PROCUREMENT DOCUMENTS ACCORDING TO COMPANY POLICY I.E CHECKING BID DOCUMENTS,REQUISITIONS,INVOICES,LPO CONTRACT AGREEMENTS ETC
* VERIFIED PAYMENT VOUCHERS I.E CHECKING SUPPORTING DOCUMENTS AND ARITHMETIC ERRORS.
* APPROVED PURCHASE REQUISITIONS IN SAGE ACCOUNTING PACKAGE (SAP)
* VERIFIED AND APPROVED REGIONAL WEEKLY EXPENSES AND ADVANCES
* CHECKED ALL FUEL EXPENSES FROM TRANSPORT DEPARTMENT AND APPROVED.
* VERIFIED STAFF SALARY ADVANCES AND OTHER ADVACES
* FILED REGIONAL WEEKLY EXPENSES
* REPORTED TO THE FINANCE DIRECTOR

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| Dates | **NOV 2004 –SEPT 2012** |
| **Name of Employer****Occupation or position held** | **GTX & Co. CERTIFIED PUBLIC ACCOUNTANTS & MANAGEMENT CONSULTANTS****(Audit & Tax Advisory firm)****SENIOR AUDITOR**• CARRIED OUT AUDITS OF OUR CLIENTS. |
| **Duties and responsibilities** | • PREPARED AUDIT REPORTS AND PRESENT TO THE AUDIT MANAGER FOR REVIEW.• CARRY OUT INTERNAL AUDIT AND ADVICE MANAGEMENT ON RISK MANAGEMENT.• PREPARED AUDIT PROGRAMMES AND WORKING PAPERS• CARRY OUT SUBSTANTIVE PROCEDURES I.E TESTS OF DETAIL OF TRANSACTIONS AND BALANCES, ANALYTICAL TESTS.• PREPARED AUDIT FILES.• PREPARED LETTERS OF EXPRESSION OF INTERESTS TO SOURCE FOR SERVICES. |
|  Dates Name of Employer | **JULY 2001 - OCTOBER 2004****DOSHI GROUP OF COMPANIES** |
| **Occupation or position held** | **ACCOUNTANT** |
| **Duties** | • PREPARED MONTHLY BANK RECONCILIATION STATEMENTS.• PREPARED PAYMENT VOUCHERS AND DISBURSE CHEQUES.• PREPARED BOOKS OF ACCOUNT• PREPARED FINANCIAL MONTHLY REPORTS• PREPARED FINAL ACCOUNTS• PREPARED PAYROLL AND SUBMIT TAX RETURNS TO GOVERNMENT AUTHORITIES• LIANSE WITH EXTERNAL AUDITORS • VERIFIED CLAIMS FOR ACCURACY AND CONFORMANCE WITH COMPANY POLICY• MONITORED DAILY BANKING.• SUPERVISED CASHIERS• ENTERED DAILY DATA INTO QUICK BOOKS.• PARTICIPATED IN STOCK TAKING ANNUALLY.• CHECK STOCK RECORDS IN STORES DEPARTMENTS. I WAS REPORTING TO THE FINANCIAL CONTROLLER |
|  | **JULY 1999-SEPTEMBER 2000** |
|  **Employer** **Position held** | **WORLD VISION UGANDA****ASSISTANT PROJECT ACCOUNTANT** |
| Duties Education and Training | * Prepared project budgets
* Prepared books of Accounts
* Prepared Bank reconciliations
* Prepared Monthly Financial reports and Final Accounts
* Prepared payroll and remit deductions to government Authorities
* Procured all project items like building materials for schools and local community projects
* Liaised with local government authorities and local community leaders in programme implementations
* Liaised with other local and International Agencies in the region.
* Participated in Fundraising to raise funds for child support activities
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| Dates | **1996-1998** |
| Title of qualification awarded | **DIPLOMA IN BUSINESS STUDIES ( Accounting)** |
| Name and type of organization providing education and training | MAKERERE UNIVERSITY BUSINESS SCHOOL |
| **Professional Training**  | **CPA-Part qualified.****Institute of certified Public Accountants of Uganda (ICPAU)** |
| Dates | **1994- 1996**  |
| Title of qualification awarded | **ADVANCED CERTIFICATE** |
| Name and type of organization providing education and training | SOROTI SECONDARY SCHOOL  |
|  |  |
| Dates | **1988- 1991** |
| Title of qualification awarded | **ORDINARY CERTIFICATE** |
| Name and type of organization providing education and training | SOROTI SECONDARY SCHOOL |
| **Other training** | **Certificate in Customer Care and Communication skills** |
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| Languages Spoken |  |
|  |  |
| Mother tongue(s) | ATESO |
|  |  |
| Other language(s) | ENGLISH |
| Self-assessment |  | UNDERSTANDING | SPEAKING | WRITING |
|  |  | LISTENING | READING | SPOKEN INTERACTION | SPOKEN PRODUCTION |  |
| English |  |  | GOOD |  | GOOD |  | GOOD |  | GOOD |  | GOOD |
|  |  |
|  |  |
| **Social skills and competences** | GOOD TEAM WORK SKILLS;CAN BE LEADER OF A GROUP;ABILITY TO TAKE DECISIONS IN DIFFICULT SITUATIONS;ABILITY TO LEARN NEW SKILLS;COLLABORATIVE WORKER;ABILITY TO WORK WITHOUT SUPERVISORY;SELF-MOTIVATED; WILLINGNESS TO WORK OVERTIME OR ON SHIFTS; |
|  |  |
| **Technical skills and competences** | GOOD TECHNICAL SKILLS |
|  |  |
| **Computer skills and competences** | **PACKAGE PURPOSE**MICROSOFT WORD DOCUMENTATION MICROSOFT EXCEL COMPUTATIONS MICROSOFT ACCESS DATABASE MANAGEMENT SAP ERP ,QUICKBOOKS,TALLY,PASTEL INPUT ACCOUNT ENTRIES AND FINANCIAL REPORTING |
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| **Salary** | **US dollars** |
| Current |  800 |
| Expected | 1500 plus other benefits |