

## CURRICULUM VITAE

### BIO DATA:

**NAME** : MAGEZI SAMUEL  
**DATE OF BIRTH** : 4/11/1976  
**DISTRICT OF BIRTH** : IGANGA  
**NATIONALITY** : UGANDAN  
**MARITAL STATUS** : MARRIED  
**CONTACT ADDRESS** : TEL: 0782 838 841  
**EMAIL** : smagezi@gmail.com

### EDUCATIONAL BACKGROUND:

<u>YEAR</u>	<u>SCHOOL / INSTITUTION</u>	<u>AWARD</u>
2015 -2017	East and southern management Institute (ESAMI)	Master of Business Administration
2002 – 2008	Institute of Certified Public Accountants of Uganda	CPA Certified Public Accountant Certificate
2006 – June 09	Kyambogo University	Bachelor of Science, Accounting & Finance
1998 – 2000	National Teachers Colleges - Kyambogo	Diploma in Education
1996 – 1998	Kampala Secondary School	U.A.C.E
1991 – 1995	Budini Senior Secondary School	U.C.E

### OTHER COURSES ATTENDED:

**JAN 2018** - Organizational Risk Management  
**SEPT 2002** – Computer Training in MS – Word, MS – Excel, Access  
**JUNE 2009** - Quick books, Tally, Pastel Accounting Packages, Microsoft Business Solution 6.5.

### KNOWLEDGE, SKILLS & ABILITIES:

- Core competencies
- Self motivated, organize, independent, articulate, analytical and detailed oriented, with a knack for accuracy and consistency. Ability to work as part of the team while maintaining cohesion.

- Good communication skills, quickly built rapport with individuals from diverse background and experiences at all organizational levels including interface with URA.
- Extremely flexible, and accustomed to coping with stressful situations and frustrations, working long hours with limited / without supervision.

## **MEMBERSHIP**

I am a member of the institute of certified public accountants of Uganda.

## **WORKING EXPERIENCE:**

**Principal Accountant**

**March 2019 to Date**

**Senior Accountant**

**June 2012 to Feb 2019 Uganda Business and Technical Examination Board (UBTEB)**

**Senior Accountant**

**December 2008 to May 2012 Uganda Baati Ltd.**

## **Current Tasks:**

- **Develop and enforce adherence to accounting procedures and guidelines.**
- **Provide advise and technical support to management on financial matters.**
- **Manage, control and account for the Financial resources of the Board.**
- **Analyses and advise management on revenue and expenditure in view of financial commitments and revenue projections.**
- **Monitor departmental budget performance and prepare management reports.**
- **Respond to audit queries and mandatory inquiries whenever necessary.**
- **Monitor cash flows, check outstanding bills and harmonize their payments.**
- **Preparation of periodic reports and financial statements for the Board.**
- **Plan, supervise and assess the performance of staffs in the accounts departments.**
- **Participate in the Budgeting process of the Board.**

## **Current Tasks:**

- Preparing monthly accounts
- Preparing weekly management report
- Maintaining the Asset register of the company.
- Preparing financial budgets for the company
- Check customer reconciliation with the ledgers
- Checking bank reconciliation to ensure it has been done correctly.
- Preparing monthly projected cash flows
- Preparing and filling e- return, VAT returns, PAYE and withholding return on monthly return.
- Checking All expenses for lugogo Development ltd
- Preparing Provisional , final income Tax return and for company and its subsidiary
- Preparing monthly salaries for the staffs and managers
- Checking Petty cash voucher before reimbursement.
- Checking all voucher prepared in general ledger to ensure accuracy.
- Preparing quarterly management accounts
- Preparing monthly aging reports for both debtors and creditors from the Solomon Accounting Package.

- Preparing end of year accounts
- Answering audit queries from both External Auditor , internal and URA Audit team

**2006 to Dec 08 Kazibwe, Kenneth & Steven Certified Public Accountants.**

In my working with Kazibwe, Kenneth & Steven, I was involved in performing a number of tasks.

- Perform audit procedures to understand the entity and its environment through inquiry, observation, websites and old working papers.
- Evaluating and recording the internal control systems of various clients.
- Testing the Internal Control Systems to confirm if it is in operation by performing walk through tests.
- Vouching of selected sample of items like; purchase, sales, from an account and trace it to the original records.
- Accessing the going concern of the entity.
- Verification of the existence of account receivable, payable and verify bank balance with bank.
- Bank reconciliation re-computation to confirm if the client has properly reconciled the cash book and the bank account.
- Inspection of tangible assets for existence, records or documents through examination of the client's documents.
- To determine if the client has confirmed / presented his drafts, balance sheet and income statement in accordance with International Financial Reporting Statements (IFRS).
- Preparation of Client service report (Management Letter). Highlighting the Clients' weakness and the proposed recommendation.
- Preparation of Financial Statements (B/sheet & Profit & Loss Accounts, and Notes to a company). For partners review and submit the clients' and discuss with the clients for any changes.

**Other Assignments:**

- Attending and observing the inventory counting for some clients like; Uganda Bookshop, Hot Loaf Bakery Ltd.

**Accounting Assignments:**

- Preparation of the Cashbook, maintaining debtors and creditors, recording, updating accounts, and balancing the general ledger.
- Maintaining and reconciling daily cash account and bank deposits.
- Responsible for preparation of monthly periodic accounting report.
- Posting the payment to the cash book.
- Producing financial statements, using the accounting package of Excel.

**Some of the major Clients where I participated during their statutory audit:-**

**1. Trading Organization:**

**Role Performed:**

- Uganda Bookshop Team Leader
- Centenary Publishing Co. Part of the team
- East African Basic Foods Part of the team
- Liver Cot Impex Part of the team
- Fancy Furniture Ltd. Team Leader
- Bamwe House of Ceramics Team Leader
- Super F.M and Semat Production Part of the team

**2. Schools:**

**Role Performed:**

- Gayaza High School Part of the team
- St maria Goriet S.S.S Part of the team
- Lubiri S.S.S. Part of the team
- Ntake S.S.S Part of the team

**3. NGO'S:**

**Role Performed:**

- Reach One Touch One Ministries Team Leader
- Bible Society of Uganda Part of the Team
- Sanyu Babies Homes Team Leader

**2005 – 2007:** Part time lecturer with Multitech Accountancy Program

**Subject Lectured** - Auditing papers 10 & 15 of ICPAU.  
- Accounting papers 11 of ICPAU with IFRS  
- Tax Theory Paper 8 of ICPAU

**TASKS HANDLED WHILE WITH ACCO. ACCOUNTANTS, AUDITORS & TAX CONSULTANTS INCLUDE:-**

- Re-computing bank reconciliation for the clients.
- Verification of the fixed assets for the clients

**RESPONSIBILITIES:**

**March 2019 – To date:** Principal Accountant UBTEB  
**July 2016– Feb 2019:** Senior Accountant UBTEB  
**May 2012 – Jun 2016:** Accountant UBTEB  
**Dec 08 – May 2012 :** Senior Accountant, Uganda Baati Ltd.  
**Jan 2006 – Nov 2008:** Audit Senior – Kazibwe Kenneth & Steven

**REFEREES:**

1. Mr. Onesmus Oyesigye  
(CPA)  
Executive Secretary  
UBTEB  
P.O. Box 1499, Kampala  
Tel: 0772 – 567 282

2. Mr John Bosco Ntangaare  
Director Education Services  
Institute of Certified Public  
Accountant of Uganda  
Tel 0772740125

Deputy Executive Secretary  
UBTEB  
P.O. Box 3554, Kampala  
Tel: 0754448778

3. Dr. Wilfred Nahamye (PHD)



# The Institute of Certified Public Accountants of Uganda



This is to certify that

*Samuel Magezi*

of

*Kampala*

was enrolled as a

**MEMBER OF THE INSTITUTE**

on the *06<sup>th</sup>* day of *December 2010*

Given under the seal of the Institute

This *06<sup>th</sup>* day of *December 2010*

*[Signature]*  
.....  
**President**

*[Signature]*  
.....  
**Member of Council**

*[Signature]*  
.....  
**Secretary**

**The Public Accountants Examinations Board**  
of  
**The Institute of Certified Public Accountants of Uganda**



*This is to certify that*

*Samuel Magezi*

*has completed the final examination of the*

**Certified Public Accountants of Uganda**

*held in*

**December 2008**

*Chairman. [Signature]* ..... *Secretary. [Signature]*

Date:.....**2 February 2009**

Reg. No.....**00170**.....

Official Seal



ICPAU is a Member of Eastern, Central and Southern Africa Federation of Accountants & International Federation of Accountants

**C00206**



**KYAMBOGO**



**UNIVERSITY**

This is to certify that

**MAGEZI SAMUEL**

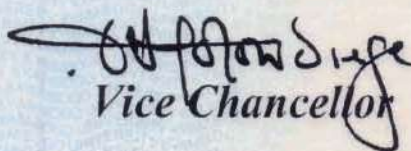
having fulfilled all the requirements  
for the award of the

**DEGREE  
OF  
BACHELOR OF SCIENCE IN ACCOUNTING AND  
FINANCE**

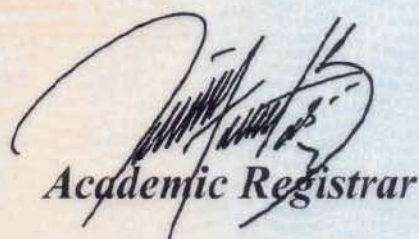
**(Second Class Honours - Lower Division)**

was admitted to the degree  
at the **6th** Kyambogo University Congregation  
held on

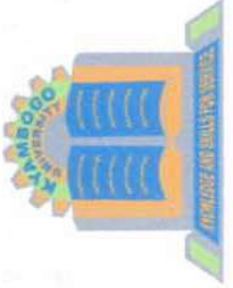
**12th February, 2010**

  
*Vice Chancellor*



  
*Academic Registrar*





**KYAMBOGO UNIVERSITY**  
**DEPARTMENT OF COMPUTER SCIENCE**

**CERTIFICATE OF PROFICIENCY**

**This Certificate Is Awarded To**

Magezi Samuel

**For having successfully completed Training in the following  
Computerized Accounting Programs;**

- QuickBooks
- Pastel
- Tally

*[Signature]*

**Head of Department  
Computer Science**

*[Signature]*

**Academic Registrar  
Kyambogo University**

ate Issued: 1<sup>st</sup> - June -2009

# MPK GRAPHICS



## Certificate

*This is to certify that*

**Magezi Samuel**

Reg. Number ..... **MPK/068/02** .....

*Having completed an intensive course of study  
from the 20<sup>th</sup> day of August 2002 to the 8<sup>th</sup> day of  
November 2002 is hereby Certified Proficiently in using  
Introduction, Ms. Word, Ms. Excel & Access  
on this day of 17<sup>th</sup> July 2003*

**Graphics**

  
.....  
Program Officer (Training)



(Grade details and remarks on the reverse)

**The Touch of Excellence**

Not valid without our Hand



# INSTITUTE OF TEACHER EDUCATION KYAMBOGO



REGISTRAR'S OFFICE

P O BOX 1

KYAMBOGO

Tel: 285037, E-mail:itek@starcom.co.ug

Fax No.256-041-220464

NAME (Surname First) <u>MAGEZI Samuel</u> PROGRAMME <u>Dip. in Educ. Secondary</u> YEAR OF ENTRY <u>1998</u>	
REG.NO <u>98/KAL/ 111</u> FACULTY <u>ARTS</u> DURATION <u>Two Years</u> TYPE OF ENTRY <u>A-Level</u>	
EXAMINATIONS: <u>June 1999</u>	EXAMINATIONS: <u>June 2000</u>
<p style="text-align: center;">GEOGRAPHY</p> <p>1. Mapwork &amp; Photographic Interpretation C 2. East Africa &amp; North America B</p> <p style="text-align: center;">RELIGIOUS STUDIES</p> <p>1. The Old Testament B 2. African Traditional Religion &amp; World Religions B+</p> <p style="text-align: center;">PROFESSIONAL SUBJECTS</p> <p>1. Education C 2. Education Psychology B 3. School Practice B</p>	<p style="text-align: center;">GEOGRAPHY</p> <p>1. Geography Education B 2. Africa &amp; the Rhine Lands B</p> <p style="text-align: center;">RELIGIOUS STUDIES</p> <p>1. The New Testament B 2. Religion &amp; Society B+ 3. Methods of Teaching Rel. Educ. B</p> <p style="text-align: center;">PROFESSIONAL SUBJECTS</p> <p>1. Education B+ 2. Education Psychology B 3. Development Studies B 4. School Practice B</p>
DATE OF COMPLETION <u>2000</u>	
AWARD: <u>Diploma in Education Secondary</u>	
DATE <u>19/2/2001</u>	
CLASS: <u>Two Lower</u> KYAMBOGO  For: REGISTRAR (NOT VALID WITHOUT OFFICIAL STAMP) 	

### KEY TO GRADES

A 80 - 100 %      B+ 70 - 79%      B 60 - 69%      C 50 - 59%      D 45 - 49% (Compensatable Pass)      E 00 - 44% FAIL

# Uganda National Examinations Board



This is to certify that the candidate named below sat for the Examination for the Uganda Advanced Certificate of Education and qualified for the award of a

## Uganda Advanced Certificate of Education

The candidate passed at the level shown (Principal or Subsidiary) in the subject(s) named and attained the Grades(s) as indicated.

MAGEZI SAMUEL

U0138 607

KAMPALA SECONDARY SCHOOL

	U.A.C.E.	GRADE
GENERAL PAPER	STANDIARY	
ECONOMICS	PRINCIPAL	B
CHRISTIAN REL.	PRINCIPAL	C
GEOGRAPHY	PRINCIPAL	D

SUBJECTS RECORDED FOUR

EXAMINATION OF MARCH 1998

Secretary

Uganda National Examinations Board

Chairman

Uganda National Examinations Board

A 257956

(See overleaf)

# Uganda National Examinations Board



This is to certify that the candidate named below sat for the Examination for the Uganda Certificate of Education and qualified for the award of a

## Uganda Certificate of Education

DIVISION III

THE CANDIDATE REACHED THE GRADE SHOWN IN THE SUBJECTS NAMED.

MAGEZI SAMUEL

UD124 042

BUDINI SECONDARY SCHOOL

	GRADE
ENGLISH LANGUAGE	6
CHRISTIAN REL. EDC.	6
GEOGRAPHY	4
MATHEMATICS	8
AGRIC: PRC. & PRAC.	6
PHYSICS	9
BIOLOGY	7
COMMERCE	8

SUBJECTS NAMED EIGHT

SUBJECTS PASSED SEVEN

EXAMINATION OF NOVEMBER/DECEMBER 1995

Secretary

Uganda National Examinations Board

Chairman

Uganda National Examinations Board

U 474943

(See overleaf)

