

Curriculum Vitae – History to Date **Timothy Mbalire (AMABE, BBM, CPA (U) Aspirant)**

Home: Butuukirwa – Ntinda
Kampala
Uganda

College: MAT ABACUS BUSINESS SCHOOL.
Plot 1 Second Street, Industrial Area
P O Box 27800
Kampala
Uganda

Mobile: **0700859876/0779288132**

Email: mbaliret@gmail.com

PERSONAL DETAILS

Date of Birth: 26 January, 1992
Sex: Male

Age: 30 years
Nationality: Ugandan

OBJECTIVES

1. Committed to faithful service that will add value to the company's core objectives.
2. Complete my professional accounting qualification and use it to expand the knowledge I have gained in the pursuit of a career in accounting. My ambition is to contribute to success of the Finance Function of the business/ Organisation am employed with.

EDUCATIONAL AND QUALIFICATION: -

<u>YEAR</u>	<u>SCHOOL/COLLEGE/ INSTITUTION</u>	<u>QUALIFICATION</u>
2019 to Date	MAT ABACUS BUSINESS SCHOOL (ICPA (U))	Certified Public Accountant Uganda (CPA) – Level 3 – On going
2016	Management & Accountancy Training Company (MAT-UGANDA) ICPA (U)	Certified Public Accountant Uganda (CPA) – 1,2
2016	Association of Business Executives UK (Level 6)	Bachelor's Degree in Business Management (Uganda Conversion)
2015	Management & Accountancy Training Company (MAT-UGANDA) Association of Business Executives (ABE)	ABE - Level 6 (Diploma) Awarded by ABE – UK
2014	Management & Accountancy Training Company (MAT) Association of Business Executives (ABE)	ABE -Level 5 (Diploma) Awarded by ABE – UK

2013	Management & Accountancy Training Company (MAT) Association of Business Executives (ABE)	ABE -Level 4(Diploma) Awarded by ABE – UK
2012	Management Training & Advisory Centre (Computer Studies) (MTAC)	-Certificate
2011	Kyambogo College School	UACE - Level - Certificate
2009	Lubiri High School	UCE - Level - Certificate
2005	Uganda Martyrs Junior Boys School Namilyango	P. L. E- Level - Certificate

WORK EXPERIENCE

DATE	ORGANISATION	<u>POSITION</u>
2020 August to date	Surgipharm Uganda Limited (Pharmaceuticals)	Accountant <ol style="list-style-type: none"> Filling returns: VAT, WHT, Income tax, N.S.S.F, PAYE Cost allocation to suppliers Initiation of weekly/ monthly staff allowances Preparation of payment & Journal Vouchers Receiving Goods. (GRNs) Record Account reconciliation Online bank payments Budgeting (Quarterly)
2019/2020	MAT ABACUS Business School	Coordinator Professional Programs <u>Key Tasks</u> <ol style="list-style-type: none"> Developing and Managing Tutor Schedules In-charge Corporate Clients finance relations management. Payroll Management (Tutors) Responsible for analyzing student enrollment numbers and different program performance. Responsible for ACCA initial registration fees payments. Inventory management (Learning materials and books) Computer Based Exam Administrator
2017 – June 2019	Management and Accountancy Training Co (MAT)	Student Liaison <u>Key Tasks</u>

- i. Responsible for student Help desk (enrollments)
- ii. Responsible student queries.
- iii. Responsible for tutor & class monitoring.
- iv. ACCA Education Hub (Mock) Management

2014 – 2016

Top Performance Ltd (TPL)

Administrator

Key Tasks

- i. Budgeting and budget monitoring
- ii. Petty cash Management (Imprest-system)
- iii. Supplier Management and payment
- iv. Programs Management

Lecturing roles

Period	Course	Institution
2015 September- 2016 June	Business communication (ABE-UK)	Management and Accountancy Training Co MAT
2016 March - June	Human Resource Management (ABE-UK)	Management and Accountancy Training Co MAT

CORPORATE TRAINING ENGAGEMENTS

TRAININGS AT TOP PERFORMANCE LTD

CLIENT	THEME	DATE AND VENUE
Uganda Protestant Management Bureau(UPMB)	Effective Delegation	3 rd and 4 th September 2015 at Garuga Country Resort Hotel.
Intertek	-Customer Service Management -Stress Management	24 th July 2015 at Golf Course Hotel.
Electricity Regulatory Authority (ERA)	Employees on Performance Appraisal -Key Performance Indicators (KPIs).	20 th June 2014 at the premises of ERA

PROFESSIONAL REFEREES

1. Mr. Jeff Thompson
First Insurance (FICO) Director,
And **former Managing Director**
MAT-Abacus Business School
P O Box 27800
Mob. +256 772508383
Jeff.kampala@gmail.com
2. Mr. Nathan Virappirasatha
Surgipharm Uganda Limited
Mob. +256752886631
Financial Controller
3. Mr. Kibuuka Joseph
Top Performance Ltd
P O Box 75105
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Kampala. jhkibuuka@gmail.com
Executive Director

Certification

I the undersigned do hereby certify that to the best of my knowledge and belief, the data given correctly describe my qualification and experience.

.....**Timothy Mbalire**.....