

# CURRICULUM VITAE

AMAGARAGARIHO  
MICHAEL

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MARITAL STATUS : Married  
CURRENT ADDRESS : Seeta-Mukono  
PLACE OF BIRTH : Ibanda  
DATE OF BIRTH : JAN 27, 1994  
NATIONALITY : Ugandan



## **Objective**

To work in a challenging environment to expand knowledge and through continuous endeavour to learn and contribute towards self and organisational goals.

## **Academic background**

<b>Date</b>	<b>Institution</b>	<b>Award</b>
2021 – date	Institute of certified public accountants of Uganda	CPA ii
2015- 2018	Uganda Christian University	Honors bachelor of science in Accounting and Finance
2012-2014	Kabowa High School - Rubaga	Uganda Advanced Certificate of Education
2009-2012	St. John's College- Mpigi	Uganda Certificate of Education
2001-2008	Integrated P/S - Ibanda	PLE Certificate

## **Professional experience**

**Kyagalanyi coffee limited** (Leading coffee procurement, processing and marketing company in Uganda; manufacturing and its coffee sold primarily to the European Union, Japan, Australia and South Sudan; located in Namanve, Kampala business park)

**Accountant – April 2, 2019 to date**

### **Roles and responsibility**

- Participate in the monthly financial close tasks such as stock audits and cash counts.
- Prepare coffee purchase registers reports for management.
- Helped oversee, monitor and manage units'/branch accounts from head office.

- Create-send and follow-up on accountability from branches
- Participate in filing monthly returns VAT and Withholding taxes
- Review transactions and adhere to departmental budgets and expenditure.
- Issue invoices to customers – volcafe
- Key-in all coffee purchases, non-coffee expenses, deposits and advances in AX dynamics citrix weekly.
- Participate in audits
- Manage and reconcile accounts of cash imprest, banks and balance sheet monthly.
- Perfume monthly supplier accounts reconciliations by value
- Raise and post journals relating to business operation expenses
- Process and book all business accruals as required for approval by senior accountant.
- Initiate fully approved payments promptly for authorisation in company's bank system
- Any other duties assigned by senior accountant or C.F.O
- Ensure that all Aps possess sufficient appropriate support documentation before payment as per standard processes.

**Roberaikes & co** (a consultancy firm which specializes among others in training and business advisory services to public and private sector clients, located in Kampala at solar house-katwe)

**Audit associate – May 2, 2018 to March 31, 2019**

Roles and responsibility

- Active participation in the planning of audit engagements; budgeting for time and costs, etc.
- Meeting key client personnel to discuss, among other things; audit timing, logistics, required information and format, reporting deadlines, extent of reviews, etc.

Co-ordination:

- Co-coordinating progress meetings and interim activities and reporting.
- Giving assignment progress updates to the immediate supervisor/ assignment manager.

Performing specific tasks:

- Performing audit and other investigative tests and procedures in various areas, including: cash, fixed assets, inventories, receivables, stock, payroll, liabilities, expenses and revenues.
- Ensuring that all working papers are properly finalised, all contentious and outstanding issues are resolved and all audit files are properly organised and appropriately cross-referenced.

- Reviewing, testing and evaluating the adequacy and propriety of clients' systems of accounting and internal control and recommending improvements in areas of weakness revealed by such reviews, tests and evaluations.

Liaison:

- Providing a vital communication and professional link between the firm and clients.
- Discussing with the manager or incharge the progress of the engagement and any significant issues that arise.

Reporting:

- Reviewing clients' financial statements for compliance with generally accepted accounting principles and practices, applicable laws and regulations, International Financial Reporting Standards and other relevant accounting and reporting standards/guidelines;
- Compiling the Management Letter at the conclusion of each audit assignment and discussing the same with client management.

**Office of the auditor general** (Supreme Audit institution; required by law to examine and report annually to Parliament on the accounts of Ministries, Departments, Regional Health Authorities, Regional Corporations)

**Accounts Intern – Jan 1, 2017 to April 31, 2018**

#### Roles and responsibility

- Vouching of transactions in the accounts section
- Verifying assets such as laptops and motor vehicles and raising queries in case of gaps.
- preparation of audit reports.
- Bank reconciliations
- Prepared payment files for external audit.
- Identify mischarges on different votes.
- Recording of transactions and updating the cashbook.
- Numbering vouchers chronologically.
- Compilation of Board of Survey.
- Preparation of Asset schedule and register.
- Prepared weekly reports that were submitted to senior Accountant.
- Preparation and filing of payment vouchers.
- Stamping of payment vouchers

#### Accomplishments and achievements

- At Kyagalanyi coffee limited, I stayed within budget for petty cash disbursement for 3 years
- Reconciled 2 complex financial years which had been stuck within a month.
- Actively spearheaded the formation of a reconciliation role which helped monitor all company's transactions.
- Revamped the departmental meetings at Kyagalanyi which had lost meaning, it later became interactive and all staff participated.
- While at office of the auditor general, I led an intern team and participated in the preparation of fixed asset register which is present upto now.
- While at Roberaikis, Led an audit team to mubende under local government audits and completed assignment in a weeks' time.
- At Kyagalanyi, participated in the monthly financial close tasks of stock audits at the central warehouse and cash counts throughout the entire 64 stores in Uganda in a minimum of a week.

#### Skills attained

- Problem solving
- Effective communication
- Intermediate to advanced computer Software skills – Ax dynamics citrix, sage, tally, QuickBooks.
- Attention to detail with ability to identify errors
- Stress management by being proactive
- Data analysis.
- Team work abilities
- Literacy in computer skills I.e. Microsoft packages

#### Trainings and workshops attended

<b>Date</b>	<b>Institution</b>	<b>Award</b>	<b>Field</b>
Oct 2017	Uganda Christian University	Certificate of completion	Tally Accounting software
Oct 2017	Uganda Christian University	Certificate of completion	Sage Accounting software
Oct 2017	Uganda Christian University	Certificate of completion	QuickBooks Accounting software
Nov 2018	Institute of certified public accountants of Uganda	Certificate of attendance	Career guidance

Language proficiency

<b>Language</b>	<b>Proficiency</b>
English	Fluent
Kiswahili	Fair Knowledge
Luganda	Fluent
Runyakitara	Fluent

Referees

- Mr. William Turyomurugyendo  
Commissioner - Ministry of Lands and Urban Development  
+256772501818
  
- Mr. Odyek Marino Arido  
Principal Accountant - Office of the Auditor General  
+256793344635
  
- Mr. Kerezya Leonard  
Manager - Quality Assurance and audit development  
  
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Declaration

I **AMAGARAGARIHO MICHAEL** certify to the best of my knowledge and belief, that this data correctly describes my particulars, qualifications and work experience.

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