

# MUHAMMED MABIRIIZI

Dubai, U.A.E · +971582743698

[Mabiriizi7@gmail.com](mailto:Mabiriizi7@gmail.com) · [@mabiriizi7](#)

D.O.B: 14<sup>TH</sup> JANUARY 1990



I am determined to do well in my job, with integrity. Every day I work to improve myself and my skills especially in the field of finance and accounting which will position me to becoming better at what I do. I am also committed to lifelong learning. I am especially interested in Finance, Accounting, M &E, Education, Transport and the Health sector.

## EXPERIENCE

JUNE 2022 – JUNE 2023      FULL TIME

**FINANCE OFFICER/ADMINISTRATIVE ASSISTANT TO THE CEO**, MEDIPAL  
INTERNATIONAL HOSPITAL, KAMPALA

- My role involved processing payments for in-house staff, consulting Doctors & LOCUM staff as well as medical and non-medical suppliers, utility bills, proportioning petty-cash & weekly budget for purchase of consumables for the procurement department, emergency expenditures
- Other roles I performed included bank and cash reconciliation, staff-advance maintenance, banking (withdraws, cash & cheque deposits, TTs EFT, RTGS, cheque books processing and foreign exchange), preparing withholding tax Schedules, filling quarterly and annual returns & WHT exemptions
- I possess practical experience in different accounting packages, here we use HMIS and AWA soft wares to maintain good financial practices and reconciliations. Self-taught the ZOHO accounting software. I often interact with the URA EFRIS system for Invoicing and receipting and tracking purposes
- Excellent knowledge of the Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS).
- My role as admin assistant was organizing meetings for the management, making travel/hotel arrangements for senior staff, liaise with the departmental managers for daily staff engagements, organizing files and

documents both electronic and hard copy to and from the stake holders, handle personal tasks for the C.E.O and stakeholders, processing the payments of Utility Bills, handling phone calls, emails and letters, this may include filing, photocopying and other clerical work

**2019 –MAY 2022 FULL-TIME**

**ACCOUNTS ASSISTANT,** MEDIPAL INTERNATIONAL HOSPITAL, KAMPALA

- Reconciling both medical and non-medical invoices and identify discrepancies
- Create and update expense reports
- Processing reimbursement forms seeking approvals
- Preparing bank deposits
- Enter financial transactions into AWA software databases
- Maintain digital and physical financial records
- Issue invoices to customers and external partners, as needed
- Review and file payroll documents
- Participate in quarterly and annual audits

**FEB 2013 – JAN 2019**

**OPERATIONS SUPERVISOR,** MODERN COAST (COACHES)EXPRESS LTD UGANDA BRANCH

I started working as a booking clerk and customer service officer booking travel tickets to Nairobi, Kigali and Tanzania and later advanced to supervisory roles and by the time of my departure I was in charge of operations in charge of supervising , training and appraisal of staff and support staff totaling 24 workers was also in charge of introducing the Kampala- Kisoro route (2018) and also effected a technological upgrade to Transport Management System E-ticketing from manual receipting. I also increased the numbers of parcel delivery services.

## **EDUCATION**

**JANUARY 2020**

**MASTER OF ARTS ECONOMIC POLICY AND PLANNING,** SCHOOL OF ECONOMICS | MAKERERE UNIVERSITY

JANUARY 2014

**BACHELOR OF ARTS ECONOMICS**, SCHOOL OF ECONOMICS | MAKERERE  
UNIVERSITY

DECEMBER 2008

**UGANDA ADVANCED CERTIFICATE OF EDUCATION (UACE)**, GOMBE SECONDARY  
SCHOOL

DECEMBER 2006

**UGANDA CERTIFICATE OF EDUCATION (UCE)**, MBOGO MIXED SECONDARY  
SCHOOL

## SKILLS

- Ability to carry out the whole research process and report findings
- Excellent knowledge of STATA Software package and ZOHO accounting software
- Excellent knowledge of MS Office (excel, outlook, word, PowerPoint, Publisher) and internet of things.
- Fluent command of English; as well as excellent written and spoken communication skills.
- Respectful and able to build relations based on credibility and expertise.
- An analytical mind and good numeracy skills
- Good people management and coordination skills
- Know-how of vehicle and office maintenance.
- Familiar with IT and communication equipment.



BA CERTIFICATE.pdf



MA  
CERTIFICATE.pdf

