



Steven Opolot

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Professional Summary

Knowledgeable Accountant proficient in laws and procedures governing business operations, tax filings, and regulatory compliance. Handles detail-oriented work in a methodical and organized fashion. Leverages field expertise, resourcefulness, and diligence to make a positive impact on business operations.

Skills

- Intuit QuickBooks specialist
- Account reconciliation specialist
- Tax Accounting Specialization
- SAP Expertise
- Excellent Managerial Techniques
- Advanced Bookkeeping Skills
- Financial Statements Expertise
- MS Office Suite
- Administrative support

Work History

03.2018 - 05.2022

Accountant

Queen Oil (U) Limited - Kampala, Uganda

- Created budgets and forecasts for the management group to meet regular accounting deadlines.
- Improved data collection, financial analysis and financial modeling to optimize practices and retain customers.
- Gathered financial information, prepared documents and closed books.
- Conducted technical and analytical reviews of tax returns to check for accuracy and qualified deductions.
- Used advanced software to prepare documents, reports and presentations.
- Handled day-to-day accounting processes to drive financial accuracy.

07.2015 - 06.2017

Accountant

Cinam Investments Limited - Kampala, Uganda

- Tracked financial progress by creating quarterly and yearly balance sheets.
- Gathered data on taxable income, deductibles and allowances for tax preparation.
- Prepared and filed tax forms to meet needs of customers.
- Set up and improved accounting systems and processes to meet business needs and maximize operational success.
- Handled day-to-day accounting processes to drive financial accuracy.

03.2012 - 03.2015

Financial Accountant

Uni-engineers Company (U) Limited - Kampala, Uganda

- Compiled budget figures by reviewing past budgets, evaluating estimated income and assessing expenses.
- Contributed to financial and operational risk reduction by evaluating effectiveness of controls and subsystems.
- Mitigated impacts on financial accounting and business operations by working proactively to identify and resolve strategic concerns.
- Produced timely and accurate financial and progress reports and submitted for consideration during key decision-making process.
- Input financial data and produced reports using Quickbooks.
- Tracked business revenue and expenditures and reconciled accounts to maintain high accuracy.

10.2009 - 02.2012

Accounts Assistant
Mark Biomedical Limited - Kampala, Uganda

- Reviewed figures, postings and documents for correct entry, completeness and accuracy.
- Processed payments and documents such as invoices, journal vouchers, employee reimbursements and statements.
- Organized data into multiple spreadsheets to streamline data.
- Used accounting software to prepare weekly and monthly financial reports.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
- Prepared and mailed invoices to customers, processed payments and documented account updates.

Education

- 11.2015 Bachelor of Commerce, Business, Cavendish University Uganda - Kampala, Uganda
- 08.2009 Diploma in Accountancy, Accounting, YMCA Comprehensive Institute - Kampala, Uganda
- 12.2006 No Degree, Uganda Advanced Certificate of Education, Makerere High School - Kampala, Uganda
- 12.2003 No Degree, Uganda Certificate of Education, Aggrey Memorial Secondary School - Kampala, Uganda

Languages

English: Native language

English: C2

Proficient