

# SSEMUJJU KEZEKIA JAMES

Al Nadha Dubai, United Arab Emirates

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## Accountant/Finance Manager/Accounts Payable/Operations & Logistics Manager

An Accountant with experience in the daily operations of the Finance department, End of month closing activities, accounts payable and receivable processing, preparation of the monthly profit and loss statements, and maintain Balance Sheet schedules and General Ledgers.SAP and ERP Expertise

### AREA OF EXPERTISE

- |   |  |  |
|---|--|--|
| ▪ Logistics Managerial Skills               | ▪ Accounts Receivables                   | ▪ Ability to identify and implement improvements |
| ▪ Accounts payable                          | ▪ Advance Planning and Organizing skills | ▪ Strong attention to details                    |
| ▪ Understanding of the ERP                  | ▪ Advance communication skills           | ▪ Multi tasking experience                       |
| ▪ Standard Operating Procedure trainer      | ▪ Execution with excellence              | ▪ Distribution management experience             |
| ▪ Pay roll management                       | ▪ Leadership                             |  |
| ▪ Knowledge of law/regulation and contracy. | ▪ Tax filling knowledge                  |  |
|   | ▪ Leadership & Communication             |  |

### PROFESSIONAL EXPERIENCE

**Lato Milk/Pearl Diary Farms Ltd,( location), Kampala, Uganda.**

Executive Accountant

2018- To Date

#### Responsibilities

- Petty cash management including preparation of cash vouchers for Reimbursement of small payments
- Asset Capitalization, posting and Valuation for Periodic planning and Financial reporting
- Record all payments and receipts into spreadsheet, SAP and verify its correctness against hard copies
- Process order settlement and overhead cost calculation and report making for financial cost analysis
- Review expenditure worksheets for Accuracy and completeness and filling as per SOP'S
- Assist Finance manager in execution of any other duties assigned to him.
- Preparing and Posting vendor payments in spreadsheet and capture into the system upon verification
- Managing vendor accounts, Transporters payments and ledgers
- Preparing cheque payment vouchers and Posting receipts, withdraws from bank and bank Reconciliation.
- Negotiation of contracts with Vendors, and payment Processing.
- Reporting to Supervisor all anomalies in implementing internal control Policies

**Coca-Cola Beverages Africa** , (location), Kampala, Uganda.  
Data Clerk/Sales Store Storekeeper In-charge.

2016 - 2018

**Responsibilities**

- Gather and organize information using available resources in order to understand customer sales, trends, strength and weakness in competitive environment.
- Provide exemplary customer service experience by providing consultation and assistance to business clients.
- Collaborate with management team to develop sales enhancing, market planning
- Communicate cooler performance against standards through running daily, weekly or quarterly verification for cooler performance in the trade.
- Doing any necessary administrative work including filling reports and presenting sales team with necessary paper work for performance review of sales team.
- Acknowledge sales people by responding to mails, texts and phone calls, data management and other official work.
- Customer creation, linking, cooler verification and accessibility to analyze whether its correlational with sales and cost control for loss company equipment's worth billions.
- Receive new coolers on the SAP system, Vtrac system and align them to corresponding sales people for verification and tracking purposes

**Coca-Cola Beverages Africa** , (location), Kampala, Uganda.  
Acting Special Events Coordinator

Aug 2017

**Responsibilities**

- Manage all aspects of production, receipt and distribution of marketing materials to the market.
- Actively identify marketing and promotion opportunities.
- Deliver all marketing activity within the agreed budget and within agreed sustainability criteria
- Promote the company brands by marketing both new and existing brands.
- Organize appropriate sponsorship and co-badging of external events.
- Coordinate all plant tours and guide them throughout the plant operations as communicated on the application for the visits

**Coca-Cola Beverages Africa** , (location), Kampala, Uganda.  
Acting Distributor Manager

Jan 2017

**Responsibilities**

- Generate orders from customers and put them on SAP system for distribution to allocate trucks to the drivers.
- Collaborate with management team to develop sales enhancing marketing plan e.g. MIT (Market Impact Team).
- Achieve volume targets for all distribution areas, follow up execution of promotions and marketing activities run by the company.
- Business relationship building with company official distributors and dealers.  
Sales analysis and forecast to give production team plan for production of different

**Vivo Energy (shell Uganda)** , (location), Kampala, Uganda.

2015 - 2016

Indirect Channel Account developer

### Responsibilities

- Achieve sales volume targets, KPI objectives, and brilliant execution standards in Sales Drivers across the retail on trade.
- Deliver vivo energy sales force effectiveness standards in distributor sales crews.
- Ensure distributor coverage and call frequency targets are achieved
- Embed minimum store standards in every outlet perfectly every time
- Ensure that all promotions are implemented as per business plan, promotional compliance is maintained and penetration targets are achieved.
- Service customers as business partners and ensure implementation of business plans and manage account services through quality checks and follow up
- Monitor competitor activities and price compliance
- Establish and maintain current and potential customer relationships
- Prepare and submit accurate and timely status reports, including activity, closings, follow up and adherence to goals
- Develop and implement special sales activities to reduce stock

### SPECIAL TRAINING & AWARDS

- |                                       |                             |
|---------------------------------------|-----------------------------|
| ▪ Train the Trainer Training          | ▪ Financial Reporting       |
| ▪ Inventory count                     | ▪ Payroll and Benefits      |
| ▪ Audit Process                       | ▪ Internal Auditor Training |
| ▪ SAP Beginner to Consultant Training |                             |

### AWARDS

- |   |   |
|---|---|
| • Trainer certificate March 2016              | ▪ Internal Auditor certificate 2017         |
| • Inventory count certificate sep 2016        | ▪ Financial Reporting certificate Sep 2016  |
| • Audit process certificate Aug 2016          | ▪ Payroll and Benefits certificate Sep 2016 |
| • SAP Beginner to consultant certificate 2020 |   |

### EDUCATION & CERTIFICATIONS

**CPA Level one, Institute of certified Public Accountants Uganda 2021**  
**Master of Business Administration Finance and Accounting (MBA), Makerere University 2021**  
**Bachelor of Commerce(1<sup>st</sup> Degree ), Makerere University 2015**  
**High school Diploma, Buddo Secondary School 2010**