

NOBERT MWIBELECA

mamsnorbert89@gmail.com (619) 496-0545

www.linkedin.com/in/nobert-mwibeleca

CAREER OBJECTIVE

Detail-oriented finance professional with hands-on experience in payroll, billing, and tax preparation seeking a financial operations role within healthcare or related organizations. Aiming to be part of a company that supports professional growth while offering a challenging and rewarding career. Brings strong skills in financial accuracy, compliance, and is committed to improving financial processes, supporting operational efficiency, and contributing to informed business decision-making.

EDUCATION

Indiana University, Richard M. Fairbanks School of Public Health
Bachelor of Science in Health Services Management

Indianapolis, IN
May 2026

RELEVANT COURSEWORK

• Advanced Health Finance and Budgeting

FINANCIAL EXPERIENCE

Medasource
Finance Intern

Indianapolis, IN
January 2025- Present

- Assist the payroll team with processing employees' and consultants' payroll while verifying timecards and compensation records for accuracy.
- Support the billing departments by reviewing invoices, monitoring client billing information, and ensuring accurate and timely payments.
- Review and approve expense submissions for consultants, clients, and internal employees related to business projects, ensuring compliance with company policies and budget guidelines.

Kashindi Tax Services LLC
Tax Preparer

Indianapolis, IN
December 2022- Present

- Prepare and file individual federal and state tax returns with accuracy and attention to compliance requirements.
- Review client financial records, W-2s, 1099s, and other documents to identify eligible deductions and credits.
- Educate clients on tax-saving opportunities and explain filing outcomes in clear professional terms.
- Demonstrate reliability and professionalism in managing client data and meeting deadlines.

ADDITIONAL WORK EXPERIENCE

FedEx Supply Chain Distribution Center
Warehouse Associate

Indianapolis, IN
January 2022 – August 2022

- Processed and organized packages for shipment while ensuring accuracy, compliance, and efficiency in a fast-paced setting.
- Maintained inventory records and assisted tracking packages to ensure timely delivery.

C.H. Robinson
Trainer

Plainfield, IN
August 2021 – January 2022

- Trained and coached new staff members on procedures, safety, and device use to enhance performance.
- Delivered clear instructions and hands-on training, enhancing team understanding.

COMPUTER SKILLS

- SAP Concur
- ADP Workforce
- Bullhorn
- TaxSlayer Pro

