

Amani Ireney Beda



Personal information

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Mwanza

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Hard Skills

Accounting

Finance

Budgeting & Planning

Project Management

People Management

Marketing

Data Analysis

Administrative

Insurance

Soft Skills

Interpersonal Skills

Critical Thinking

Detail Oriented

Leadership &

Communication &

Negotiation

Collaboration

Team Building

Creativity

Time Management

Problem Solving

Self Management &

supervision

I am a matured experienced manager with extensive experience over 12 years in Administration, Accounting, Insurance, project management, Audit and Risk Management strategies. I help organizations to perform budgeting, forecasting and financial analysis over revenue and expense budgets to ensure profitability targets are met at a minimum costs.

Graduated at the Institute of Finance Management where I pursued Bachelor degree in Accounting, and then pursued MBA at the University of Edinburgh. Self motivated and eager to learn work thorough and in a committed manner, quickly adapts existing environment and procedures. I always believe in a team work achievement and that has assisted me in achieving many objectives, my recent work was Research into use coordinator at MITU for "Mikono Safi Project" funded by DFID.

Experience:

2017-04- Research Into Use Coordinator-RIU: Mwanza Intervention Trials Unit To 2019-06

- Coordinator at a competitive research study and motivated a team of Researchers' in N.W Tanzania on research study - <https://mitu.or.tz/mitu-begins-a-large-trial-to-test-the-impact-of-improved-hand-hygiene-on-reducing-worm-infections-in-northwestern-tanzania/>
- Engaged Parents for Supporting Handwashing project among their children
- Conducted local and national government engagement meetings with community and stakeholder meetings.
- Work with the SHARE M&E Officer and Research Uptake Officer (RUO) London to collect data required for M&E of SHARE project activities.
- With support from the SHARE RUO, contributed content on SHARE research in Tanzania to the SHARE website
- Developed strategy as part of SHARE project and monitor its implementation.

2013-2016- Finance Manager: Tonito Enterprises Limited

- Oversee finance, budgeting, and accounting (including foreign transaction reconciliation).
- Developed new invoicing system and internal controls, increasing billing efficiencies by 20%, assist CEO and senior leadership team in implementing strategic business plans and new initiatives based on client trends, competitor reviews and cost reduction analysis.
- Build and maintain financial models to make capital budgeting decisions allocate resources and forecast cash/investment needs.
- Developed executive analysis report highlighting issues, potential risks and profit opportunities
- Developed a long-term strategy for revenue and margin expansion with monthly, quarterly and annual forecasting in order to stay ahead of the competition
- Collaborated with the executive management team to increase operating profit margin from 5% to over 20%
- Improved outdated financial management system by creating, revising and documenting accounting policies and procedures
- Slash an annual \$150k operational loss into \$400k surplus over 3 years via implementation of procedural improvements

2009-2013 Accountant: UAP Insurance Limited

- Reviewed company financial records, reports, and other information to check for accuracy and ensured details aligned with company goals and procedures. Discussed the status of the company's current financial standing with upper management and the owners of the organization.
- Designed and used a computer record-keeping program that has helped reduce wasteful spending by 19%
- Maximized the company's use of tax incentives and credits to help save the

Software Knowledge

Sage
SAP
Trent
Financial Management
System-FMS
MYOB
Net suite
Oracle
Premia
Microsoft Office

Interest

Football
Dancing and listening music
Travelling
Watching news and documentaries
Reading
Networking

organization spending by 10% in one calendar year.

- Successfully resolve over 25% issues regarding to bank reconciliations

2008- Assistant Payroll Manager (Summer paid work): Edinburgh City Council

- Worked to resolve payroll issues and followed up to ensure corrections were made. Efficiently managed payroll department and trained new staff.
- Processed bi-weekly payroll disbursements for over 500 employees.
- Uploaded GL file into SAP for weekly & Semimonthly Payrolls
- Achieving reduction of payroll and administrative cost by 30% by negating price and fees

2002- 2007 Credit Controller Manager: Heritage Insurance Limited

- Chased all outstanding debt via telephone, emails, meetings and letters
- Reduced days sales outstanding to 45 days and increased cash flow
- Liaise with clients to solve any queries relating to outstanding invoices
- Handled both allocations and collection issues
- Managed due outstanding sales balances and reviewed credit limits
- Maintained accurate and up to date customer details call summary notes
- Since been part of the credit team, managed to bring back to all sales terms to 14 days which previously were over 365 days
- Streamlined financial management system cutting cost by 20%
- Develop detailed budget from scratch based on project needs and deliverables

Education:

2006-2009 MBA - The University of Edinburgh- Business School

1995-1998 ADA-Institute of Finance Management-IFM

1991-1993 AJ Seminary High School

1986-1989 Lyamungo Secondary School

Certification:

ADA, MBA,APM, Microsoft Office certificate, AMBA,Reinsurance Accounting

Publication:

- Role played by “SME’s in growth of Tanzania’s economy” - my MBA dissertation at Edinburgh university
- Clean Hands: Formative research –Brief
<http://www.sharesearch.org/research/mikono-safi-formative-research-brief>

Additional Activities:

- Member of Institute of Finance Management Alumni
- Member of the University of Edinburgh Alumni-**0680096**
- Attend regular CPA review seminars and online coaching classes
- Attend career development seminars and workshops
- Member of Association of Masters of Business Administration-AMBA-**2005463**

Referees:

| Name | Institution | Title | Contacts |
|------------------------|----------------|---------------------|--|
| Professor Saidi Kapiga | MITU/LSHTM | Scientific Director | 0788839822 Saidi.Kapiga@LSHTM.ac.uk |
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