

❖ PROFESSIONAL SUMMARY

Experienced and driven professional accountant with a proven track record of helping to lead companies by ensuring they are functioning in complete compliance with all national and international rules and regulations. I possess excellent communication skills, allowing for the cultivation of positive and mutually beneficial business relationships, while keeping strong ethics at the forefront of my goals. I bring forth a superior knowledge of compliance laws and regulations, as well as standard business law.

❖ PERSONAL DETAILS

- **FULL NAME:** LOMAYANI LETAYO MOLLEL
- **PLACE OF BIRTH:** ARUSHA, TANZANIA
- **ADDRESS:** 2452, ARUSHA.
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❖ WORK HISTORY

❖ ACCOUNTANT-A1 OUTDOOR T LIMITED (Feb. 2021-Feb. 2023)

❖ RESPONSIBILITIES

- Collecting, interpreting, and reviewing financial information
- Predicting future financial trends
- Reporting to management and stakeholders, and providing advice how the company and future business decisions might be impacted
- Producing financial reports related to budgets, account payables, account receivables, expenses etc.
- Reviewing, monitoring, and managing budgets
- Developing strategies that work to minimize financial risk
- Analyzing market trends and competitors

❖ ACHIEVEMENT

- I managed to implement a unique financial reporting system, as a result, increased reporting efficiency by 50%.
- Introduced the concept of trend research, hence, obtained knowledge of competitive advantage.
- Successfully administered financial budgets, with required results.
- United multiple team's post-merger that doubled effort and results.
- Streamlined the accounts payable and receivable systems, as a result, increased process efficiency.
- Improved ties with all departments, which made it easy to reach out to them concerning financial matters.
- Trained 6 individuals to work in the finance department, as part of their induction program.

❖ **ASSOCIATE CONSULTANT-TIMELESS BUSINESS SOLUTION (Jan. 2019-Sept.2019).**

❖ **RESPONSIBILITIES**

- Computation of tax returns
- Filing of return
- Facilitate auditing process
- Preparation of financial statements
- Analyze, examined and interpreted records, complied financial information and reconciled reports and financial data
- Perform process analysis and communicate recommendation to management
- Process journals entries and perform corrections to ensure accurate records

❖ **ACHIEVEMENTS**

- Succeed to prepare income tax returns for 25+ clients from trading and non-profit companies
- Prepared Monthly, quarterly and annual financial reports for clients
- Effectively reviewed and analyzed actual results versus budgeted amounts
- Analyzed and updated clients on changes in taxes
- Helped the clients to comply with laws to avoid non-compliance penalties

❖ **ASSOCIATE CONSULTANT-ISHARA CONSULTING FIRM (AUGUST,2017-NOV. 2018)**

❖ **RESPONSIBILITIES**

- Preparing and Filing Tax Returns
- Researching Tax Laws
- Providing Tax Advice
- Assisting Clients with Tax Planning
- Financial forecasting
- Financial health evaluation and recommendations
- Year-end financial statement preparation
- Financial statement analysis, interpretation and evaluation
- Advising on regulatory compliance issues
- Accounts payable analysis, including cash flow, workflow, and savings investigations
- Accounting process evaluation and system implementation

❖ **EDUCATION (2001-2020)**

❖ **YUCHUAN UNIVERSITY OF SCIENCE AND TECHNOLOGY (Oct, 2019- Jan, 2020)**

- Chinese language
- Chinese culture

❖ **NATIONAL BOARD OF ACCOUNTANT AND AUDITORS-TANZANIA (NBAA)MAY, 2019-NOV. 2020**

- **Qualification:** Certified Public Accountant
- **SKILLS GAINED**
 - Financial reporting

LOMAYANI LETAYO MOLLEL CV-2021
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- Knowledge of Tanzania's taxation system
- Finance skills
- Costing and Budgeting skills
- Financial management skills

❖ **MZUMBE UNIVERSITY (MU)-MOROGORO (Oct, 2014-Jul, 2017)**

- **Qualification:** Bachelor of accounting and finance (BAF).
- **Skills gained**
 - Presentation of financial statements according to IFRS
 - Costing and Budget skills
 - Auditing knowledge
 - Portfolio analysis
 - Tanzania's taxation system

❖ **UMBWE SECONDARY SCHOOL-KILIMANJARO (July, 2012-May, 2014)**

- **Qualification:** Advance Certificate of secondary school (ACSE)
- **Combination:** Economics, Commerce and Accountant (ECA).
- **Grade achieved:** division One

❖ **Peace House Secondary School-Arusha (January, 2018-Oct, 2011)**

- **Qualification:** Certificate of Secondary Education
- **Subjects taken:** Business and Art subjects
- **Grade achieved:** division two

❖ **BURKA ESTATE PRIMARY SCHOOL (January, 2000-September, 2006)**

- **Qualification:** Certificate of Primary School education

❖ **SKILLS**

- Microsoft excel
- Communication skills
- Negotiation skills
- Organization skills
- Leadership skills

❖ **CERTIFICATION**

- Certified public accountant
- Volunteering certificates
- Certificate of national military service

❖ **PROFESSIONAL MEMBERSHIPS**

- Registered with National Board of Accountant and Auditors Tanzania (NBAA)
- Certified Public Accountant (CPA)
- Obama Foundation Africa Leaders Program

❖ **AWARDS**

- Best worker at Renea Schools twice
- Best students in Commerce, Book keeping, History and Kiswahili
- Best sportsman at Peace House Secondary School.

❖ **LANGUAGE**

- Kiswahili-Fluent
- English-Fluent
- Kimasai-Fluent
- Chinese-Basic

❖ **LEADERSHIP**

- Internal Auditor at Renea Schools (2019)
- Mzumbe University marathon captain (April 2015-April 2017)
- Food and Health leader-Umbwe Secondary school (July, 2012-July 2013)
- Maintenance Leader-Peace House Secondary School (June, 2009-June 2010)
- Class leader- Peace House Secondary School (January 2008-June 2009)

❖ **VOLUNTEERING**

- 2017-Volunteering teacher (Peace House Secondary School)
- 2015- Cleaning environment in Hospital (International Youth Fellowship)
- 2011-Tutoring teacher (Murongoine Primary School)

❖ **EXTRA CURRICULAR ACTIVITIES**

- Marathon
- Football
- Rugby
- Handball

❖ **REFERENCE**

- Available on request

❖ **DECLARATION**

I, Lomayani Letayo Mollel, I here declaring that the above state information is true on the best of my knowledge. I truly know that giving the false information lead to the offense under the eyes of the law.

Signature:



Name: CPA (T) LOMAYANI LETAYO MOLLEL