

Kisirinya Joseph Nyasari

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Dar Es Salaam – Tanzania.

Professional Summary:

- ❖ Innovative financial Accountant providing robust background employing critical thinking and analysis to achieve success among talented team of professionals. Expert in compiling and reviewing various types of data. Knowledgeable in organization management, operations, strategic planning, research, market analysis and sales strategies. Quick learner with outstanding record in academic achievement as well as strong aptitude for formula development and information analysis.

Key Skills

- Good understanding of Conceptual framework for Financial Reporting and General Accepted Accounting Principles/Practices.
- Good understanding of International Accounting Standards (IASs) and International Financial Reporting Standards (IFRSs)
- Strong organizational and time management skills.
- Confident, effective, and simple communication with clients at all levels.
- Able to work independently with an eye of high level of Prioritizing.
- Sound understanding of basic computer packages and a good understanding of ERP's, specifically SAP (ability to be developed up within one year on SAP).
- Excellent analytical skills.
- Good interpersonal skills and ability to deal with teams across departments.
- Ability to learn fast
- Able to work under pressure.
- Potential of progressing into a higher role in the department and/or organization.

Qualifications/ Education.

- ❖ Advanced Diploma in Accountancy (ADA) from College of Business Education.
- ❖ Advanced Excel Knowledge of Accounting Software (Tally ERP 9, Palladium, Quick book & SAP)
- ❖ Certificate of Achievement Tally Comprehensive. (Accounting Software Tally ERP 9)
- ❖ Certificate in Microsoft Applications (Microsoft Word, Microsoft Excel, Microsoft Access and Internet and Emails)
- ❖ Certificates of Attendances on Tax updates (2016 and 2017) Tanzania Association of Accountant.
- ❖ Certificates of Attendances for Training workshop on chemicals Management for supervisors (February 2021) Government Chemist Laboratory Authority.

Work History:

A. Tanzanice Agrofoods Company Limited. (May 2021 Up 16th May 2022)
The company is dealing with (Agribusiness), the export of Avocado to Europe.

Position: Accountant.

Responsibilities

A. Accounting

- ❖ Monthly Financial Statements and month end reporting. Participate in the month end closing process and ensure that the process is properly planned and executed to cover all activities of the company, and then prepare accurate and properly analyzed monthly financial statements from the general ledger and in the set deadlines. The financial statements must be in accordance with both group guidelines and international financial standards (IASs/IFRSs)
- ❖ Year Financial Statements. Preparing accurate and properly analyzed monthly financial statements and in the set deadlines. The financial statements must be in accordance with both group guidelines and international financial standards, participate in the year end external audit of the company and in support in ensuring accurate statutory financial statements as audited and released on time.
- ❖ Financial Accounting. Ensure reliability and accuracy of the general ledger. Ensure the balance sheet is accurate and properly reflects the business activities, assets, and liabilities and that all relevant reconciliations/counts are up to date. In addition, ensure that intercompany balances are properly controlled and reconciled.
- ❖ Provisions/Accruals and Journal Vouchers: Ensuring that provisions and accruals are properly done to reflect the business reality and that all the required journal vouchers are prepared, controlled, approved, and booked timely.
- ❖ Payment process: Support a sound, effective and efficient payment process including relating to the relevant internal stakeholders involved.
- ❖ Fixed assets accounting. Support to ensure accurate fixed assets accounting, accurate fixed assets register and timely capitalization and write off assets.
- ❖ Budgeting and Forecasting. To prepare forecasts as directed by the Financial Controller, Chief Finance Officer and/or Group, in accordance with the set templates and standards and within the set deadlines covering balance sheet and cash flow arising from the balance sheet.

B. Auditing

- ❖ To review internal controls and submit recommendations to superiors.
- ❖ To assess and recommend internal control systems adequate to avert the perpetration of frauds, misappropriation and embezzlements.
- ❖ To conduct audit work and document audit issues in working papers.
- ❖ To conduct regular checks and ad hoc investigations.
- ❖ To respond to external audit queries to allow for accounts to be approved at the end of the financial year.
- ❖ To Monitor Management implementation of auditors' recommendations.
- ❖ To participate in assessing risk management practices within the organization.
- ❖ To participate in special audits and investigations
- ❖ To review working papers prepared by junior staff

B. Laghe Venture Company Limited. (July 2019 to April 2021)

The company is dealing with import and distribution of Explosives Materials.

Position: Accountant.

Responsibilities

- ❖ Checks and analyses financial information and prepares more understandable financial reports and accounting statements so that senior management has accurate and timely information for making financial decisions.
- ❖ Coordinates the issuance of monthly financial reports such as Income Statement, Balance sheet, Account consolidation, and consolidation of Tangible and Intangible assets, weekly and monthly Margins. Budget reports, Investment Projects control. Prepare Reports weekly, monthly, and annually. Assist in development of budget. Perform and review account reconciliation's
- ❖ Schedules monthly tax payments, VAT with the monthly sales and purchases records, perform reconciliation of income tax and withholding taxes and arrange payments on accounts, keep records of excise duties deducted by the Bank for payments made to suppliers
- ❖ Keeps control of such legal books and records of accounts as General Ledger, Sales records, credit notes, purchase records and inventories.
- ❖ Assists in managing the credit process by working closely with internal or external auditor to ensure that the required information provided timely so that the audit completed as scheduled.
- ❖ Assists in preparation of annual financial report including financial statements, notes, supporting schedules, transmittal letter and statistical information
- ❖ Prepare provisional tax returns and ensure that provisional tax payments are done timely
- ❖ Prepares VAT returns on monthly basis and submit to TRA on time.

C. Renco Tanzania Construction Co. Ltd (Zanzibar Town, Tanzania| June 2015 – June 2019)

The company is dealing with Constructions and Contracting and Hotel Maintenances.

Position: Accountant.

Responsibilities

- Audited, balanced, and reconciled payroll for more than 300 employees.
- Identified improvement changes regarding key processes for internal controls and accounting procedures
- Developed forecasting tools to analyse revenue variance, business pipeline and industry trends
- Managed tracking of three offices and headquarters revenue, budgets, and expenses
- Maintained and processed invoices, deposits, and money logs
- Evaluated competitor data and statistics to develop business investment strategy and drive growth
- Protected company assets with strategic risk management approaches
- Produced interim and final financial reports outlining financial data to assist management with making strategic plans and operational decisions
- Resubmitted overdue invoices and contacted suppliers to determine when payments would be received
- Executed core financial processes, including vendor set-up and payment, operational expenses, administration of bank accounts and account reconciliation's

- Complied with established internal controls and policies
- Performed spending analysis and partnerships to refine policies and develop recommendations for improvement
- Trained new and existing staff members in various financial procedures to help each prepare for job requirements
- Prepared budgets, cash flow projections, cost analysis and monthly, quarterly, and annual reports
- Worked with executives to create annual budget and tracked actual expenses against projected expenses
- Consulted with representatives of regulatory agencies to complete accurate filings and uphold strict compliance
- Assessed budget plans and present costs to forecast trends and recommend changes
- Identified and capitalized on community business opportunities with effective networking
- Improved overall financial reporting by redesigning control processes and reporting structures

D. Quality Centre Ltd (Dar Es Salaam, Tanzania| March 2011 – May 2015)

The company is dealing with Real Estate Managements, Cinemax and Fun sports.

Position: General Accountant.

Responsibilities

- Completed daily accounting tasks including tracking funds, preparing deposits, and reconciling accounts
- Reviewed accounts, resolved coding areas, and tracked recurring expenses for accrual entry
- Conducted detailed technical and analytical review of corporate, partnership and corporation tax returns, provisions, and quarterly estimates prepared by associates
- Managed entire accounting cycle including gathering information, preparing documents, finalizing reports, and closing books
- Cooperated with senior leaders to create operating budgets and initiate financial planning
- Contacted customers as soon as issues arose to immediately find resolution before problems escalated
- Collected and arranged financial information and entered details into Tally ERP9 financial management system
- Prepared documents, reports and presentations for executives and board members using advanced software proficiencies
- Collaborated with Chief Internal Auditor to ensure full compliance with governing bodies and limit regulatory risks
- Trained new employees on accounting principles and company procedures
- Partnered with auditors to prepare yearly audits and ensure compliance with governmental tax guidelines
- Followed up with customers to collect specific financial information and verify details for preparation of annual financial statements.

Education:

College of Business Education (CBE) Dar es Salaam.

Course: Advanced Diploma in Accountancy (ADA) 12/2011

- Elected to Principal Secretary Ministry of Constitution, Justice, and Legal Affairs for College of Business Education Student Organization (COBESO) in 2010
- Coursework in Financial Accounting III, International Finance and Management Accounting
- Member of Tanzania Association of Accountants
- Continuing education in CPA
- Awarded Advanced Diploma in Accountancy
- Graduated with 3.25 GPA

REFEREES

Please feel free to contact the under mentioned regarding my competence for the job at hand.

1. James Mbepera

Chief Accountant,
Tanzanice Agrofoods Co. Ltd
Phone: 0717 582 402

2. Kishor Bhomale

Operational Manager,
Laghe Venture Co. Ltd
Email: k.bhomale@gmail.com
Phone: 0763 522 662

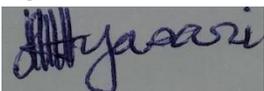
3. Edwin Malosha

Phone: 0655 639 068

CERTIFICATION:

I declare that the information provided is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or may be discharge if I am appointed.

Signature:



Kisirinya Joseph Nyasari