

# Curriculum Vitae

## PERSONAL PROFILE

Full Name	DHIREN INDRAKUMAR CHUDASAMA
Addresss / Contact	P.O. Box 5241, Dar es Salaam, TANZANIA Tel: (Cell) : +255-713-407407 Email: <a href="mailto:dhiren.tz@gmail.com">dhiren.tz@gmail.com</a>
Nationality	TANZANIAN
Religion	HINDU
Gender	MALE
Date of Birth	28TH MARCH 1981
Place of Birth	DAR ES SALAAM - TANZANIA
Marital Status	MARRIED
Languages	ENGLISH, KISWAHILI, GUJRATI & HINDI
Interests	COMPUTERS, READING, COMMUNITY SERVICE

## EDUCATION PROFILE

1995 - 1998	Ordinary Level Secondary Education [ O-LEVEL ] At <b>Shaaban Robert Secondary School</b>
1999 - 2001	Advanced Level Secondary Education [ A-LEVEL ] At <b>Aga Khan Mzizima Secondary School</b>
Qualifications	<b>Pitman (UK)</b> – LEVEL 1,2,3,4 + Advanced Diploma in Accounting and Business <b>ADFA (UK)</b> – Advanced Diploma in Finance & Administration <b>CMP (UK)</b> – Certified Marketing Professional <b>ACCA (UK)</b> – Association of Certified Chartered Accountants
Computer Literacy	<ul style="list-style-type: none"><li>• <b>MS-Windows Professional</b> [Internet Explorer, E-mail, Outlook Express]</li><li>• <b>Microsoft Office Professional</b> [MS-Word, MS-Excel, MS-Access, MS-Powerpoint, MS-Publisher, MS-FrontPage, MS-Outlook]</li><li>• <b>Accounting Systems/ ERP Packages</b> [Tally ERP.9, SAP, M.Y.O.B, Quickbooks, Pastel, Sun Packages, Cargo-wise ONE]</li><li>• <b>Graphic Designing</b> [Corel Draw ver 5/8/9/11, Adobe Page Manager, Presto Page Manager, Windows Draw, Etc]</li><li>• <b>PC Technician / IT Networking</b></li></ul>

## WORK EXPERIENCE

**1999 - 2001**

Position : **Accountant**  
At : **M/s.National Industrial Enterprises Ltd**  
[Industrial Fabrications, Swimming Pool Dealers]

Responsibilities:

- Looking after all accounting transactions
- Both Manually & Computerized accounts books writing – in MYOB / Tally
- Preparation of Monthly statutory Payments like NSSF, PAYE, VAT, Other Levies E
- Liaisoning with bank for day to day finance requirement and Bank Reconciliation
- Staff Payroll and paying of salaries Monthly, weekly, daily and maintaining their records
- Branding & Grading of Products by designing new labels, image etc.
- Dealing with clients and providing them services
- Official correspondence with clients / banks and others by Letters
- Preparation of quotations / Proforma Invoices for Clients.
- General administration of the company
- Controlled petty cash expenses

Achievements:

- Knowledge on Construction, maintenance of Swimming pool, mosquito screening

**1999 – 2015**

Position : **Part-Time Accountant**  
At : **M/s.7/11 Family Care Clinic & Pharmacy**  
[Health Clinic and Pharmacy]

Responsibilities:

- Looking after all accounting transactions
- Computerized accounts books writing in Tally
- Preparation of Monthly statutory Payments like NSSF, PAYE, VAT, Other Levies E
- Liaisoning with bank for day to day finance requirement and Bank Reconciliation
- Staff Payroll and paying of salaries Monthly and maintaining their records
- Official correspondence with clients / banks and others by Letters
- Preparation of Stamp Duty Payments
- Preparation of Monthly, Quarterly Financial reports for the partners for Medical Clinic, Pharmacy and also Dentals Unit.
- Configuring and monitoring patients records in computer
- Computerized pharmacy maintenance of stocks of medicines
- Independently handled the Preparation and finalization of accounts Profit & Loss upto balance sheets and handling it with auditors till final assessment.

Achievements:

- Total computerization of Accounts from manual system
- Computerization of Staff Salary Payroll and pharmacy stock records.
- Designing of various forms and systems to stream line the clinic activities

**2001 – 2004**

Position : **Accounts & Administration Manager**  
At : **M/s. MD Motors Ltd** - [Importers and Sellers of Cars]  
: **M/s. Evergreen Car Rentals Ltd** [Corporate Car Hirer / Rental]

Responsibilities:

- Feeding of all accounting transactions in the computer for both the companies
- Computerized accounts books writing in Tally ver 5.4 6b
- Preparation of Monthly statutory Payments like NSSF, PAYE, VAT, Other Levies E
- Liaisoning with bank for day to day finance requirement and Bank Reconciliation all the accounts for both the companies
- Staff Payroll and paying of salaries Monthly and maintaining their records in files
- Official correspondence with clients / banks and others by Letters / Email / Fax
- Preparation of List of Trade and Sundry Debtors & Creditors
- Follow-ups for the payments from debtors and also preparing cheques to pay the creditors
- Analysing of imported vehicle costings and setting out the selling prices after adding mar-up
- Preparation of Monthly, Quarterly Financial reports for the Directors for both the companies.
- Preparation and finalization of accounts Profit & Loss upto balance sheets and handling it with auditors till final assessment.
- Selling of cars, Preparation of importation documents, IDF Etc
- Running of Workshop at the same time (Garage)

Achievements:

- Knowledge on importation of Motor vehicles, repairs & maintenances.

**2004 – 2008**

Position : **Finance & Administration Manager**  
At : **M/s. LEHMANN'S (T) LIMITED**  
[Sole Importers of Industrial Machineries, Equipments & Services]

Responsibilities:

- Feeding of all accounting transactions in the computer for the company
- Computerized accounts books writing in Tally ver 6.3
- Preparation of Monthly statutory Payments like NSSF, PAYE, VAT, Other Levies E
- Liaisoning with bank for day to day finance requirement and Bank Reconciliation all the accounts for the company
- Staff Payroll and paying of salaries Monthly and maintaining their records in files
- Official correspondence with clients / banks and others by Letters / Email / Fax
- Preparation of List of Trade and Sundry Debtors & Creditors
- Follow-ups for the payments from debtors and also preparing cheques to pay the creditors
- Analysing of imported stocks costings and setting out the selling prices after adding mar-up
- Preparation of Monthly, Quarterly Financial reporting to the head office.
- Preparation and finalization of accounts Profit & Loss upto balance sheets and handling it with auditors till final assesment.
- Preparation of importation documents, IDF Etc

Achievements:

- Knowledge on Industrial Machineries, Equipments & Services.

**2008 – 2012**

Position : **Finance & Administration Manager**  
At : **M/s. SUMAR VARMA & ASSOCIATES LTD**  
[Chartered Registered Architects + Planners]

Responsibilities:

- Looking after Finance and Administration responsibilities
- Computerized accounts books writing in Tally ver 9 ERP
- Preparation of Monthly statutory Payments like NSSF, PAYE, VAT, Other Levies E
- Liaisoning with bank for day to day finance requirement and Bank Reconciliation all the accounts for the company
- Staff Payroll and paying of salaries Monthly and maintaining their records in files
- Official correspondence with clients / banks and others by Letters / Email / Fax
- Preparation of List of Trade and Sundry Debtors & Creditors
- Follow-ups for the payments from debtors and also preparing cheques to pay the creditors
- Preparation of Monthly, Quarterly Financial reporting to the CEO.
- Preparation and finalization of accounts Profit & Loss upto balance sheets and handling it with auditors till final assesment.
- Preparation and applying for tenders for the projects, projects fianancial statements.

Achievements:

- Knowledge in Architectural, Quantity surveyorsm engineers field.

**2012 – 2016**

Position : **Finance & Administration Manager**  
At : **M/s. ACE EXIM COMPANY LIMITED**  
[Clearing & Forwarding / Logistics Company]

Responsibilities:

- Looking after Finance and Administration and HR responsibilities
- Computerized accounts books writing in Tally ver 9 ERP
- Preparation of Monthly statutory Payments like NSSF, PAYE, VAT, Other Levies E
- Liaisoning with bank for day to day finance requirement and Bank Reconciliation all the accounts for the company
- Staff Payroll and paying of salaries Monthly and maintaining their records in files
- Official correspondence with clients / banks and others by Letters / Email / Fax
- Preparation of List of Trade and Sundry Debtors & Creditors
- Follow-ups for the payments from debtors and also preparing cheques to pay the creditors
- Preparation of Monthly, Quarterly Financial reporting to the CEO.
- Preparation and finalization of accounts Profit & Loss upto balance sheets and handling it with auditors till final assessment.
- Preparation and applying for tenders for the projects, projects financial statements.

Achievements:

- Knowledge & Experience in Clearing & Forwarding / Logistics

**2016 – 2022**

Position : **Finance Manager Tanzania**  
At : **M/s. DSV AIR & SEA LIMITED**  
[Multi-National Danish Global Transport & Logistics Company]

Responsibilities:

- Produce budgets
- Prepare financial forecasts
- Collates information for statutory returns
- Ensure accurate and timely monthly and annual report and coordinate monthly closing process and reconciliation of general ledger accounts
- Supervise monthly closing process and reconciliation of general ledger accounts. Preparation of a monthly accrual table. Reconciliation between accruals posted and invoices received
- Coordinate preparation and review bank reconciliations
- Monitoring of adherence to Group accounting procedures
- Assist with annual budgets
- Tax administration , by ensuring manage properly for all taxes obligations (VAT, Withholding taxes, Income Tax, PAYE/SDL, Stamp Duty, City Levy)
- Ensure all insurance matters properly managed i.e. optimization of policies, renewals, periodic declarations, lodging and follow-up of claims
- Assist the management on managing and monitoring the Accounting service, work to develop more efficient procedures and use of resources while maintain a high level of accuracy
- Work with external and internal auditors
- Develop and implement new procedures and features to enhance the workflow of the department
- Coordinate and perform annual appraisal for accounting staff and establish goals and objectives for each year and monitor and advice on the progress to enhance the professional development of staff
- Provide required support to Credit control team to ensure all posting made in SAP in relation to customers are accurate, assist in resolve credit control issues , this include analyzing provision schedule, accurate receipting in customers' accounts and where possible follow on long outstanding debts
- Adhere to company procedure and timely reporting of treasury positions
- Performance or coordination of any other duty assigned by the management

Achievements:

- Knowledge and experience gained working with multi-national company, systems, procedures and standards.

<p><b>Objective:</b> To excel in the field of Management &amp; Administration by synchronizing my personal caliber with organizational demands within stipulated time.</p>
--

---

**Profile Summary**

---

- Over Fifteen years of Experience in Finance, Administration and Accounting plus HR management.
- Capable of managing the over-all business, suitable of being country director or general manager.
- Vast exposure in ERP software (Tally ERP.9, SAP, Quickbooks, etc).
- Additional Experience in Sales, Purchasing, Marketing and HR Management.
- Vast Knowledge in Swimming pool equipments, maintenances, Importation and sales of Motors Vehicles, Trading Industrial Equipments and Machineries, Transport and Logistics, Clearing and Forwarding Agency and Trading businesses.
- Vast knowledge in IT Industry, Office Setups, Computer maintenances and trouble shooting.
- Always keen to learn more ...