

CURRICULUM VITAE

PERSONAL PARTICULARS:-

First Names: Grace Lawrence
Surname: Msuya
Nationality: Tanzanian
Sex: Female
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CAREER OBJECTIVE

I am dedicated to use my knowledge, understanding, and skills for the benefit of the organization that I will be working with and always to be part of the solution.

EDUCATION AND QUALIFICATIONS

PERIOD	INSTITUTION	AWARD
2020-2022	National Board of Accountants and Auditors (NBAA)	Certified Public Accountant in Tanzania (CPA T)
2016-2019	Mzumbe University (MU)	Bachelor of Accounting and Finance (BAF)
2014-2016	Weruweru Secondary School	Advanced Certificate of Secondary Education (ACSE)
2010-2013	Mbezi Secondary School	Certificate of Secondary Education (CSE)

CAREER EXPERIENCE

a) October 2018- March 2019

Institution: Tanzania Revenue Authority (TRA)

Position: Field attachment (practical training)

Summary of duties performed:

- i. Registered Tax payment orders on the Revenue Gateway System (RGS 1.4).
- ii. Posted and reconciled tax payments on ITAX System, prepared inventory system, bank and petty cash reconciliation and made revision and verification of Staff imprest retirements

- iii. Provided the tax advices and education to taxpayers as well as good customer services
- iv. Processed Payments on EPICOR System
- v. Prepared interim expenditure and financial reports, budgets, payment vouchers and writing cheques
- vi. Ensured that proper record of documents and accurate filing of financial documents like receipts, and vouchers

b) October 2019- March 2020

Institution: National Audit Office (NAO) - Headquarter

Position: Intern

Summary of duties performed:

- i. Examined the books of account with the documentary evidence to ensure if the transactions have been correctly authorized, allocated and properly entered in the books (vouching).
- ii. Compared the general ledger against bank statement to check for any irregularities (bank reconciliation).
- iii. Checked accuracy of financial statements – recalculation or recomputation of depreciation.
- iv. Checked for discrepancy between receiving and issuing documents to confirm if financial records match the physical count – by stock counting.

c) November 2020 – March 2021

Institution: KPMG

Position: Intern

Summary of duties performed:

- i. Planned effective auditing processes
- ii. Audited financial statements to catch errors, misstatements and fraud, and assessed accounts for accuracy and regulatory compliance
- iii. Inspected internal systems and controls by Performing audits on systems, operations and accounts
- iv. Assessed risk management tactics
- v. Performed audits of non-financial areas, like Health & Safety and IT
- vi. Reported systematic errors or fraud indicators
- vii. Reported audit findings and recommending improvements

d) May 2021 – October 2023

Institution: Ilala Municipal

Position: Revenue collector

Summary of duties performed:

- i. Examined tax liability according to prescribed laws and regulations.
- ii. I facilitated the collection process through various means such as invoicing, electronic payments, or other established methods.
- iii. I maintained detailed records of tax or revenue collections for reporting and auditing purposes, ensuring transparency and accuracy in financial transactions.
- iv. Ensured all taxes and fees have been paid on time.
- v. Managed the records of incoming revenue transactions and facilitating the printing of customer receipts using the POS system to maintain accurate financial records and provide excellent customer service.
- vi. I regularly reviewed and reconciled POS records with bank deposits to ensure consistency and accuracy.
- vii. Maintained register or journal ledgers for back up.

e) October 2023 – Up to date

Company: Kuringe Real Estate Company Limited

Position: Finance Manager

Summary of duties performed:

- i. Preparing and monitoring budget performance and provide regular updates to management, identifying any deviations and recommending corrective actions.
- ii. Ensuring accurate and timely payment of all taxes and other fees.
- iii. Preparing timely and accurate financial reports, including income statements, balance sheets, cash flow statements, and other financial metrics.
- iv. Ensuring compliance with regulatory requirements and accounting standards in all financial reporting activities.
- v. Implementing effective cash management strategies to maximize liquidity while minimizing risk.
- vi. Implement internal controls to safeguard assets and ensure the integrity of financial data.

PARTICIPATION AND MEMBERSHIP EXPERIENCE

Year: July 2017 – May 2019

Association: Member of Tanzania Association of Finance Accounting and Auditing Students (TAFAAS).
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- Attended the meetings and seminars organized by the team leaders who connect us with relevant professional and international firms and different speakers i.e. KPMG, Pwc, Delloite, EY, and
- Visited orphanage and elders' centers.

KEY SKILLS

COMPUTER SKILLS

- Basic Microsoft Office applications such as MS Word, Excel, PowerPoint.
- Working with Statistical Packages for Social Sciences (SPSS) for Research and Report writing.

PERSONAL SKILLS

- Self-motive, flexible, hard worker, problem solver and good team player.
- Ability to perform under pressure, handle stress and to meet deadline.
- Quick and always eager to learn new things.

COMMUNICATION SKILLS

- Competent in English language both writing and reading.
- Competent in Swahili language both writing and reading.

HOBBIES AND INTERESTS

- Getting news from Mass Media.
- Physical Exercises.
- Socialization with people/ friends.
- Learning different things surrounding me and Movements (study tours).

REFEREES

Mr. Severin Msaidi, Assistant Lecturer, Mzumbe University (MU) - Morogoro

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