

ELIYA LUKANYA MALUNDE

P.O. Box.2119, Dar es Salaam.

Mobile: +255 743 616 230.

Email: malundeeliya@gmail.com

LinkedIn Profile: <https://www.linkedin.com/in/eliya-malunde-09b267207>

PROFESSIONAL SUMMARY:

I am an honest, committed and hardworking person with a strong background in Auditing, Finance and Accounting fields. As an experienced Audit professional, I aim at utilizing my experience, skills, knowledge, and expertise in adding value to the Organization to achieve its goals and objectives.

PERSONAL DATA:

Sex: Male

Date of Birth: 29TH August, 1997

Language: Swahili and English

Nationality: Tanzanian

EDUCATION:

2023 -	Currently pursuing the Certified Internal Auditor (CIA) The Institute of Internal Auditors (IIA).
2023 -	Currently pursuing Certified Public Accountant (CPA-T) National Board of Accountants and Auditors (NBAA).
2018-2021	Bachelor of Business Administration (BBA) The University of Dodoma (UDOM), Dodoma.
2016-2018	Advanced Certificate of Secondary Education Examination (ACSEE) Galanos Secondary School, Tanga.
2012-2015	Certificate of Secondary Education Examination (CSEE) Rorya Secondary School, Mwanza.

WORKING EXPERIENCE:

1. Internal Auditor – MOGAS International: January, 2023 – Present

Duties and Responsibilities;

- In charge for MOGAS Tanzania and MOGAS Congo.
- Assets Management.
- Management Performance Reporting on monthly basis.
- Performed the Operating Companies (OpCos) annual risk assessment and determined critical areas of focus for internal audit.
- Developed OpCos detailed annual risk-based audit plans for review by the Group Audit, Risk & Compliance Manager or assigned officer and subsequent approval by the Board.
- Developed detailed audit tests aligned to the risk-based audit plan for the OpCos.
- Reviewed systems of internal controls maintained by MOGAS OpCos to safeguard financial and physical assets and making recommendations to correct any weakness.
- Preparing quality audit reports on the work done while ensuring timely delivery of reports to the Group Audit, Risk & Compliance Manager.
- Participated in the presentation of audit reports to Management and the Board alongside external/internal parties who participated in the execution of the engagement.
- Determined whether the risk management, control and governance processes within MOGAS Group as designed and presented by management are adequate and functioning at MOGAS OpCos.
- Follow up with OpCo Country Management Teams on the implementation of audit recommendations and produce status reports on a regular basis for discussion in Management meeting.
- Carried out special audits and investigations as required by the audit committee and or managements in case fraudulent activity is suspected.
- Evaluated and assessed significant new services, processes, operations and controls.
- Implemented the annual audit plan as approved by management and the audit committee; and report periodically on the status and results of the audit plan.
- Member of the IT Audit Team
 - a) Participated in the review of General Computer Controls on a regular basis to identify key focus areas and provide recommendations to ensure security of data and proper access controls as well as consistency and reliability of back-ups.
 - b) Reviewed OpCos access logs and access privileges on a regular basis to ensure appropriateness of access to data.
 - c) Participate in other IT audits as required by the Group Audit, Risk & Compliance.

2. Audit Associate – Tanzania Audit Corporation: 10th January, 2022– 28th December, 2022.

Duties performed;

- Audit planning
- Review of financial statements for both public and private sector enterprises
- Review of accounting records
- Preparing the audit file for keeping records of our potential clients
- Conduct compliance, substantive, and analytical tests
- Dealing with different audit areas like vouching (checking the correctness of the payment vouchers of an organization),
- Working collaboratively with the engagement team in accomplishing the audit assignment.
- Preparing audit lead schedules.
- Performing any other duties as assigned to me by the audit supervisor (team leader).

3. Trade Officer (Apprenticeship) – Mwanza City Council: 07th September, 2020 – 16th October, 2020.

Duties performed;

- Determining the tax amount charged on hotel owners (hotel levy).
- Issuing liquor and business licenses to the respective customers.
- Assisting customers to fill the forms required and other important requirements needed for one to obtain a liquor or business license.
- Registering the new applicants for liquor and business licenses.

AREAS OF COMPETENCE:

Auditing & Accounting

Internal Controls

Computer packages, e.g., Power point, Excel, Word.

Fraud Investigation

Forensic Auditing

Oracle Applications

Risk Management

Regulatory Compliance

AWARDS AND OTHER TRAINING CERTIFICATES:

- Certificate of attending the fuel and lubricants seminar (understanding the Oil and Gas industry) conducted in September, 2023 at MOGAS Tanzania office.

WORKSHOPS AND SEMINARS ATTENDED:

- Cybercrime Awareness training conducted by MOGAS Group Head of Audit, Risk, and Compliance in Dec., 2023.
- Fraud Awareness training by MOGAS Head of Audit, Risk, and Compliance in Sept., 2023.
- Understanding the role of Governance, Risk, and Compliance in Organization training conducted by MOGAS Group Head of Audit, Risk, and Compliance in Jan, 2023.
- Accounting Profession seminar by the National Board of Accountants and Auditors (NBAA).
- Leadership seminar by the Global Leadership Summit (GLS Tanzania).

SKILLS:

- Management Reporting
- Good communication skills
- Asset Management
- Forensic Auditing & Investigation
- Risk Management
- Teamwork
- Compliance Management
- Time management

REFERENCES:

1. CPA-T Justice
Shekalaghe, Audit
Manager,
TAC Associates,
Dar es Salaam, Tanzania.
Mobile: 0787 631 930/ 0755 313 519
Email: justice.shekalaghe@tac-associates.co.tz
2. Upendo Dickson,
Principal-
Academic
Tandabui Institute of Health Science and Technology
Mwanza,
Cell: 0684 343 663/0762 893 609,
Email: revdicksup@gmail.com
3. Dr.Ruth
Elias
Lecturer,
The University of Dodoma (UDOM),
College of Business Studies and Economics (CoBE & SoL),
Department of Business Administration and Management (BAM),
Mobile: +255 767 220 049
Email: eliasruth@gmail.com