

Beny Kaboneka

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Personal Details

Sex : Male
Nationality : Tanzanian
Health : Good
Language (written & spoken) : Fluent in English and Swahili

Education Background

2022-2023 : MBA (Accounting & Finance) (Amity University – India)
2016-2018 : Certified Public Accountant by NBAA (CPA(T))
2013-2016 : Bachelor of Commerce in Accounting (University of Dar es salaam)
2011-2013 : Kibaha Secondary School
Advanced Certificate of Secondary Education
(Major subjects Accountancy, Commerce and Economics)

2007-2010 : Kibaha Secondary School
Certificate of Secondary Education Examination

Personal Attributes

- Self-motivated and can act on own initiative
- Integrity in carrying out various objectives
- Courageous, persuasive and goal oriented
- Excellent negotiation and problem solving skills
- Capable in collaborating with team colleagues, taking responsibilities and being pro-active
- Leadership skills
- Problem solving skills.

Working and Experience

EXECUTIVE ACCOUNTANT, PERITUS EXIM PRIVATE LIMITED (February 2021 to date)

Duties and responsibilities and responsibilities executed:

- Banking and Financial management
 - Coordination with banks for various financing agenda ie. Loans, Overdraft, Performance bank guarantee
 - Submission /Taking required bank documents ie. Letters, cheques, transfers

- Cash withdraw/deposit
- Negotiation with banks regarding to best exchange rates, interest rates and bank charges.
- Budget and Cash flows
 - Preparation of branch Monthly and weekly budget
 - Analysis of budget variances
- Tax Compliance management
 - Preparation and Filing returns (VAT, PAYE SDL, WHT, WCF, City service levy)
 - Handling of TRA Audits and examinations
 - Proper Maintenance of compliance files (documents)
 - Advising the management regarding to different compliance issues. Ie taxations
 - TRA Correspondences
 - i. Filing tax objections ie. For assessed taxes
 - ii. Making adjustments for Revenue and VAT
 - iii. Making extensions of time of paying taxes ie. Instalment payment
 - iv. Replying letters ie. Demand notes
 - v. Applying for tax clearance certificate
- Closing of financial year
 - Handling of both internal and external audit
 - Reconciliation of GLs
 - TB & Financial statements review
 - Review of Audit report, financial statements and cooperate tax computations before signing.
- Payroll management
 - Preparation of monthly payroll
 - Advance salaries settlement
 - Payroll disbursement

DEPUTY MANAGER FINANCE & ACCOUNTS, GODREJ CONSUMER PRODUCT LIMITED (September 2020-February 2021)

Duties and responsibilities and responsibilities executed:

- To review before posting journals created by junior accountants
- Handling both Internal and external audit by guiding the junior accountants
- Payroll management
 - ✦ Salary advances management
 - ✦ Salaries posting
 - ✦ Salaries payment through Standard chartered Bank(S2B)
 - ✦ GL reconciliation (PAYE, SDL, Net salary payable, Salaries expense, NSSF)
- Handling TRA Audit and Investigation collaborating with Finance manager
- Overseeing petty cashier and account receivable
- Assisting Finance manager for a given task
- Making quarterly performance review for accountant receivable and petty cashier based on set goals
- Cost accumulation for inventories (Inventorization)
- Suppliers/Vendors payment through either Standard chartered bank (S2B) or Citi bank (Citi Direct BE)
- Sending proof of payments (Swift Copies) to Suppliers/Vendors

ACCOUNTANT_PAYABLE, GODREJ CONSUMER PRODUCT LIMITED (September 2018 to February 2021)

Duties and responsibilities and responsibilities executed:

- ✦ Vendor reconciliation
- ✦ Preparation of monthly vendor aging analysis report
- ✦ Preparation of cheques for vendors' payment
- ✦ Preparation and making payment for statutory deductions (NSSF, WFC, HESLB, PAYE, SDL, WHT, Excise duty)
- ✦ Bookkeeping
- ✦ Documents filing
- ✦ General Ledgers reconciliation and settlement
- ✦ Cash withdraw/deposit from/to bank
- ✦ Cash & bank management and carrying out analysis on payment prioritization
- ✦ Handling petty cash and accounts receivable activities in absence of petty cashier and accounts receivable
- ✦ Bank reconciliation
- ✦ Preparation of daily sales and collection report
- ✦ Filing returns (VAT, PAYE SDL, WHT, Excise duty)
- ✦ Oversee monthly stocktaking (Finished Goods & Raw materials)
- ✦ Working with both internal & external auditors
- ✦ Preparation of salaries authorization letters to be addressed to various banks ✦ Replying TRA quarries in collaboration with finance manager

ASSOCIATE CONSULTANT, ISHARA CONSULTING LTD (August 2016 to July 2018)

Duties and responsibilities executed (Audit, Tax and Accounting):

Audit

- ❖ Collection of sufficient and appropriate audit evidence forming basis for audit opinion through the following ways
 - i. Performing audit tests on various areas eg, test of internal controls
 - ii. Preparation of audit working papers ie. Revenues, Expenses, Non Current assets, Loans, accounts receivables, accounts receivables, payrolls, Cash and bank
 - iii. Review working papers prepared by other team members
 - iv. Preparation of confirmation letters on behalf of the client for receivables, payables and cash bank balances.
- ❖ Attending engagement meeting and discuss with client about the operations of the business especially for the new client.
- ❖ Preparation of management letters during audit.

- ❖ Advise on areas of improvement during exit meeting.
- ❖ Preparation of audit report word document.
- ❖ Preparation of audit documentation.
- ❖ Risk assessment. ie. Various risks the client is exposed like compliance risk.

Accounting and bookkeeping

- Posting daily transactions in quickbook.
- Preparation of monthly management accounts.
- Preparation of annual financial statements
- Performing monthly reconciliations for cash and bank, accounts receivables and accounts payables.
- Interpretation of financial statements through ratio analysis.

Tax

- Computation of corporate/Individual tax and filing annual return of income.
- Preparation and filing of statement of estimated income (Provision return) which forms basis forms quarterly payment of tax.
- Preparation of monthly VAT Returns and electronic filing of VAT return.
- Tax health check(payroll taxes, withholding taxes, skills development levy, corporate taxes, Provisional taxes, City service levy)
- Preparation or payrolls and their statutory deductions like Paye, Sdl, NHIF, NSSF

FINANCE MANAGER (VOLUNTEER), GOOD HOPE FOR ORPHANS AND COMMUNITY RESCUE FOUNDATION, JANUARY 2022 to date

Duties and responsibilities executed:

- ✓ Regulatory compliance with institutions ie. TRA, NSSF, WCF
- ✓ Preparation and analysis of budget
- ✓ Bookkeeping and accounting
- ✓ Signing cheques for releasing payments
- ✓ Maintenance of relationship with stakeholders ie. Donors
- ✓ Maintenance of petty cash

Other skills

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- Knowledge and experience on quick book pro 2018, Microsoft dynamics, Computer Skills; Microsoft word, Outlook, power point and Excel application.
 - Language skills: Fluent in spoken and written English and Kiswahili.
 - Driver with a class D license.
 - Defence and entrepreneurial skills from JKT (Jeshi la Kujenga Taifa)
 - Management and Leadership Skills: Human Recourses Management, Conflict resolutions in work organizations.

References

| Joseph, Kelvin | Dr. Mahangila, D | Issa, Hussein, |
|-------------------------------|--|------------------------------------|
| Accountant, | Lecturer | External Auditor, |
| D.light | University of Dar es Salaam Business School, | Pro Tax Associates, Dar es Salaam. |
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