

CURRICULUM VITAE

Name: Khalef Abdulla Khalef.

Date of Birth: 24th February 1994.

Marital Status: Married.

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SUMMARY

- Certified Public Accountant (CPA) with 6+ years of experience of ledger processes, reconciliations and streamlining reports. An extremely motivated individual with a natural ability to solve accounting and financial problems. An innovative thinker with impeccable attention to detail who is also a friendly and approachable individual. I am a qualified accountant looking to join a growing organization that's committed to hiring a diverse workforce.
- Competent and resourceful chartered accountant, with excellent skills in handling financial reporting, taxation, corporate finance, business recovery, auditing and forensic accounting activities. Deep insight into playing a strategic role by providing professional advice, aimed at maximizing profitability.

SKILLS

- Expert in Computer base and Office Application.
- Annual reports.
- Financial statements expertise.
- Budgets/forecast.
- Problem resolution.
- Expert in QuickBooks intuit, Tally Prime, Tally ERP9, QuickBooks, SAP
- Accounting principles.
- Report writing.
- Team building.

WORK HISTORY

FINANCE MANAGER

12/2023 to Current

BAYOUMI AND CHAMS LIMITED (Manics Dynamics) | Dar Es Salaam, Tanzania.

- Maintains Accounting System (QuickBooks Intuit).
- Leads Planning and Forecasting Activities with Business Partners to Achieve Business And Company Goals.
- Reviews Financial Reports (Maintains an accurate filing and record keeping system for all financial statements and company documents).
- Assists management to make financial decisions.
- Monitors financial details to ensure legal compliance of Brela, TRA, Business License, City Levy etc.
- Responsible for Managing Import / Export, Preparing and Confirming Orders, Shipping Orders, Ensuring the Product Delivery and coordination with export customers.
- Managing treasury operations and controls (management of an organization's short-term liquidity and financial risk).
- Setting up and maintenance of accurate process cost information, reconciliation of standard costs to actual costs.

SENIOR ACCOUNTANT

09/2019 to 11/2023

ASAMOIL COMPANY LIMITED | Dar Es Salaam, Tanzania

- Reporting to stakeholders, and providing advice how the company and future business decisions might be impacted.
- Producing financial reports related to budgets, account payables, account receivables, expenses etc.
- Developing strategies that work to minimize financial risk.
- Review Financial Statements end of month including Statement of comprehensive income, Statement of Financial Position and Statement of Cash Flows.
- Management and supervision of an accounts team consisting of 5 people with varying skill and ability levels.
- Collecting, interpreting, and reviewing financial information.
- Improving the company's accounting controls and processes to help the firm run efficiently and effectively.
- Maintenance books of accounts of fuel activities and logistic activities.
- Authorization of company fund and control.
- Petrol Stations inspection and examination of all operation and legal compliance.
- Analyzed accounting systems for efficiency and effectiveness (Tally Prime/ Tally ERP9).

INTERNAL AUDITOR OFFICER

AMSONS GROUP | Dar Es Salaam, Tanzania

03/2019 to 09/2019

- Responsible for help the auditor to make reports which confirm with the company standards, corporate policies, acknowledged by the standards.
- Posting tally data to SAP system.
- Job often involves measures to confirm with industry strategies, policies regulatory guidelines and auditing standards.
- Help the auditor to make reports which confirm with the company standards, corporate policies, acknowledged by the standards.
- Coordinate the activities with the staff and the senior auditor concerned.
- Training and supervising newly recruited trainees.
- Physical lubricants stock (taking) counting.

ACCOUNTANT TRAINEE

CRDB BANK PLC: Dar Es Salaam, Tanzania

07/2017 to 09/2017

- Checklist & Charging confirmation.
- Receiving cheque and processing.
- Account Opening and Dealing with customer inquiries.
- Issue of Loan to Customers and pin for ATM cards.
- To print bank statements.
- Checking account balance for customers.
- Preparing of Payment Vouchers.

EDUCATION

CPA -Accounting & Auditing

2019-2020

National Board Of Accountants & Auditors, Dar Es Salaam

- Member of NBAA – (CPAT) KHALEF ABDULLA KHALEF

Bachelor Degree in Accounting

2015-2018

College Of Business Education (CBE), Dar Es Salaam

- Graduated in Bachelor of Accounting (BACC)-First Class Honor Award

Diploma In Financial Administration

2013-2015

Zanzibar Institute Of Financial Administration (ZIFA), Zanzibar

- Graduated in Ordinary Diploma in Financial Administration In Accounting– Upper Second.

Business Subject (O-Levels)

2008-2011

Zanzibar Commercial Secondary School (ZANCOM), Zanzibar

- Achieved Division III in Business Subjects in National Examinations Council of Tanzania (NECTA).

CERTIFICATES

- National Board Of Accountants And Auditors (NBAA)-CPA.
- Bachelor Degree Of Accountancy (BACC)
- Ordinary Diploma In Financial Administration
- Certificate Of Secondary Education (O Level)
- Practical Training Attachment of CRDB PLC BANK.
- Softy Trainer Universities Productivity-Universities Global Multi-Practical Skills Training Program.
- Certificate of Recognition of Youth of United Nation of Association (YUNA).
- Smart Accountant Training Project 2019.
- Smart Accountant Training Project 2018
- Marketing and Selling Management Consultancy.
- Human Resources and Management Consultancy.
- Leadership and Management Development Consultancy
- Marketing and Consumer Behavior Consultancy

CAREER OBJECTIVE

- I am KHALEF ABDULLA KHALEF, an accomplished CPAT holder who has a confident and professional manner, along with exceptional multi-tasking and organization skills. I am very organized person who like to be kept busy. I am very eager to learn new skills. I work well in a team, as well as my own initiative. I am enthusiastic and like to work hard to ensure that I am successful in everything that I do to make positive change.
- I'm looking for an entry into a world class, highly professional organization with challenging competitive environment, where I can use my knowledge base as well as personal attribute to achieve the organization goals.

REFEREES

- NAME : MRS. SAFIA ALLY SHARIF.
ORGANIZATION: ASAMOIL COMPANY LIMITED.
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EMAIL : ally.safia@yahoo.com
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- NAME : MR. KAIMU AHMADA.
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- NAME : ARAFAT ISACK MURSAL
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