

CURRICULUM VITAE

NAME: BARIKI FORD NDELWA

CONTACTS

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PERSONAL DETAILS

DATE OF BIRTH: 05th APRIL, 1995

GENDER: MALE

MARITAL STATUS: SINGLE

NATIONALITY: TANZANIAN

PROFILE SUMMARY

Bachelor of Banking and Finance holder with committed ability to generate high expected outcome, with high positive attitude towards work performance, result oriented and professional communication skills along all levels. Reliable with a background experience in Banking and Finance roles and responsibilities. Well equipped with skills and techniques to facilitate Banking and Finance accelerate progress.

EDUCATION BACKGROUND

2016 - 2019	Bachelor of Banking and Finance at the INSTITUTE OF FINANCE MANANAGEMENT (IFM)
2014 - 2016	Advance Certificate of Secondary Education at KAZIMA HIGH SCHOOL – ECA (Economics, Commerce and Accountancy)
2010 - 2013	Certificate of Secondary Education Certificate Examination at SANGU SECONDARY SCHOOL

EXPERIENCE

COMPANY	DEPARTMENT- <i>POSITION</i>	PERIOD
BRAC TANZANIA FINANCE LTD	FINANCE - ACCOUNTANT	FEB, 2021 - UP TO DATE

ROLES AND RESPONSIBILITIES

- Review and post transactions in the ERP system.
- To reply to all audit and management queries and observations raised by the Auditor.
- To prepare the final report for submission to Area Accountant Manager.
- Prepare bank reconciliation weekly and monthly.
- Prepare monthly financial reports to be shared with the Senior Finance Officer for review.
- Monitor all financial transactions and recommend ways to increase the effectiveness of the internal control on weaknesses observed.
- Reviewing requisitions and payments before approval.
- Ensuring spending is in line with the approved budget and workplan.
- Ensure procurement processes is adhered and all supporting documentation is attached before making payment.
- Doing computation, filling and payment of all tax before the due date.
- Maintaining confidentiality of information and documents
- To dispose accounts records as per final order.
- To manage payroll.
- Perform other duties as assigned by the management.

COMPANY	DEPARTMENT- <i>POSITION</i>	PERIOD
UNYIHA ASSOCIATES LTD	FINANCE - ACCOUNTANT	SEPT, 2019 - DEC, 2020

ROLES AND RESPONSIBILITIES

- Preparation of bank reconciliation statement for daily and monthly basis.
- Preparation of Travel and Other advance reconciliation.
- Posting of day-to-day transaction in ERP System.
- Review of document and ensure complied with organization policy.
- Training to non-finance staff on finance issues and filling of documents.
- Filling of documents, ensure have full supported document.
- Provide information upon request for audit and donor desk review processes.
- Preparation of financial reports for the year.
- Preparation of payroll for the salary payments for staffs.
- Preparation of bills and bills voucher for monthly basis.
- Perform any other duties as assigned by the management.

AREAS OF COMPETENCE

- I have comprehensive knowledge of professional accounting standards, financial and guidelines.
- Excellent understanding on the accounting, banking and finance techniques.
- Analytical and methodological when approaching problems.
- Ability to high thinking, provide rational judgment, and market thoughtful decision.
- Ability to communicate ideas at all levels throughout the organization.
- Ability to manage well time, effective and efficient.
- Optimistic and focused on the goal outcome.
- Open minded and willingly to upgrade and work for it.

PERSONAL SKILLS, ABILITY AND KNOWLEDGE

- Communications skills
- Leadership skills
- Self-confidence skills
- Problem solving skills
- Interpersonal skills and Teamwork

SOFTWARE PROFICIENCY

- Microsoft office, Word, Excel, adobe, PowerPoint and other computer software.

COMMUNICATION SKILLS

- Strong communication skills with an exceptional attention to details in Swahili and English (reading, listening, writing and speaking).

PERSONAL INTEREST AND HOBBIES

- Reading books, traveling, listening music, playing and watching football and participating in Charity Activities.

REFEREES

ACPA.ELIUD KYOMO

Senior Finance Officer

Medical Teams International

P.OBOX 1, KIGOMA

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NEHEMIA MWAKASONDA

Banker

National Bank of Commerce (NBC),

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YUVENT CHARLES

AREA ACCOUNTANT MANAGER

BRAC TANZANIA FINANCE LTD

P.O BOX 63, KAHAMA,

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Email: yuventcharles@yahoo.com

DECLARATION

I BARIKI FORD NDELWA am declaring that all the details furnished above are true to the best of my knowledge and correctly describe my qualification.

