

CURRICULUM VITAE (CV)

PERSONAL PARTICULARS:

Name; Gosbert Stanslaus

Address; P.O Box 723, Bukoba, Tanzania.

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E-mail; stanslausgosbert@gmail.com

Nationality; Tanzanian

Marital status; Married

Date of Birth; 7th May

1983 Sex; Male

Place of Birth Kagera

SUMMARY OF SKILLS AND QUALIFICATIONS:

Technical skills: Accounting and finance with solid knowledge of managerial and financial Accounting, Financial Management, International Finance, Strategic management, Financial Accounting, Cost and Management Accounting, Auditing, Tax Accounting and Auditing and Assurance Investigations. Accounting Packages such as MYOB, Excel, and Quick Book. XERO. Account receivables, Accounts Payable and General Ledger.

PERSONAL QUALITIES:

Self- motivated, proactive and working with very minimum supervision. Excellent organizational skills including the ability to handle a variety of assignments sometimes under pressure of deadlines. Cooperative, hardworking, flexible & dependable, willing to take on extra responsibilities in order to achieve the goals/objectives set by the organization with excellent interpersonal and communication skills.

COMPUTER SKILLS:

Good in Microsoft word, Excel, Power point and Management Information System (MIS), MYOB

Quick Book. XERO **LANGUAGE**

SKILLS:

Fluent in Swahili and English

PROFESSIONAL TRAINING:

Nov 2013 – May 2015 The national board of Accountants and Auditors Tanzania. Certified Public Accountant (CPA (T))

Sep 2008 –Nov 2013 St. Augustine University of Tanzania (SAUT) Bachelor of Business Administration in Accounting and Finance **EDUCATION**

BACKGROUND:

May 2005 – Feb 2007 Makongo Secondary School

Advanced Certificate of Secondary Education (ACSEE)

Jan 1999 – Nov 2002 Bukoba Secondary Schooa

Certificate of Secondary Education (CSEE)

OTHER TRAININGS

30th Jan 2018 – 30th June 2018 Jeshi la Kujenga Taifa Mafunzo ya a ali ya Ulinzi na Usalama pamoja na mafunzo ya a ali kuhusu Uzalishaji Mali.

WORKING EXPERIENCE

Chief Accountant at Coca-Cola Nyanza bottling co Ltd Mwanza from June 2022 to February 2024.

Responsibility being to;

- Preparing fixed assets register for Nyaza bolting company limited coca cola co.
- Reporting mis (management information system) to management
- To do assets management and inventory reporting on aging
- To perform management and company goal and strategies in finance results
- Supervise and allocate the work of the accountancy section to ensure that all tasks are completed within prescribed timescales
- Cooperation with external financial auditors during yearly financial statement audit.
- Contribute to the preparation of the annual revenue and capital budget monitoring of finance performance and completion of annual amount.
- Compliance of income tax, vat and finance act and payroll compliance
- Preparing the financial reporting on behalf of management
- Preparing daily Cash budget
- Preparing the operation budget
- Preparing the creditors ageing, debtor ageing and stock ageing.
- Preparing trial balance
- Tax return and compliance

Chief Accountant at Irasaniro gold mine from January 2020 to February 2022.

Responsibilities being to;

- Ensuring all the supplier invoices are properly validated before being booked in system and processed for payment
- Ensure the treasury management and banking functions operate in accordance organizational requirements.
- Analyzing financial reports
- Fixed assets management
- Working knowledge of all statutory legislation and regulations.
- Manage closing of books and preparation of financial reports according to international reporting standards
- Preparing financial reporting on behalf of stakeholders
- Assets management and maintenance
- Financial Advisor to the management

- Preparing annual budget for Irasanilo gold mine
- Prepare all statutory and return of Irasanilo gold mine to TRA

Chief Accountant at BAOBAB COMMUNITY FOUNDATION, November 2018 to October 2019

Responsibilities being to;

- Prepares statements and report of estimated future cost and revenues
- Review of accounting and administrative controls
- Coordinates preparation of external audit materials and external financial reporting
- Analyse and interpret financial reports, identify trends and make recommendations where necessary
- To reconcile between the bank and cash book.
- To prepare the payments vouchers for all payments of BCF.
- To prepare the monthly financial reporting of BCF.
- To prepare the annual financial reporting.
- To prepare the Account Receivable and Account payable
- To prepare financial and management Budget

Accountant at Tanica Company Kagera, May, 2012 – Dec, 2017

Responsibilities being to;

- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Supervise the input and handling of financial data and reports for the company's automated financial systems.
- Interacts with internal and external auditors in completing audits
- Explain billing invoices and accounting policies to staff, vendors, and clients
- Prepare and revise budgets, revenue, expenses, payroll entries, invoices, and other accounting documents.
- Determines payroll requirements; maintains payroll data; prepares and processes monthly payrolls.
- Analyze and revise budgets and expenditures for local, state, federal and private funding, revise contracts, and grants.
- Prepare profit and loss statements and monthly closing and cost accounting reports
- Analyze revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control.
- Recommend, develop and maintain financial data bases, computer software systems, and manual filing systems.
- Resolve accounting discrepancies

- Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
- Prepare the financial position and analyse financial and business.

Referees

1. Mr Samuel Matara

. Manager Irasanilo Gold Mine

. mobile no 0754813875/0756754141

Email; ssteventz@yahoo.com

1. Mr Kashinje Masanja

. Geologist Irasanilo Gold Mine

Mobile no; 0754884437

Email;

kmasanja@gmail.com

1. Mr Gilbert Mutahyabar a

Accountat

Kagera Co operative

Union(Tanica)

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