

GREGORY VENANCE MPOTWA

Mobile Phone: 0759-240931,0757 401215 Email:gregory.mpotwa03@gmail.com

PROFESSIONAL SUMMARY:

Senior Administrative professional, Auditor, Finance Officer offering excellent communication and computer skills. Meets deadlines and works with a high level of multicultural awareness and adaptability. Enthusiastic and well-organized with solid background in data entry and scheduling. Strongly driven individual with exemplary leadership, communication, and time-management skills, actively committed to applying my administrative experience in pursuance of further benefiting your organization.

FINANCIALY AND ADMINISTATIONS SKILLS

Communication

- Email management tools like Outlook and Gmail.
- Instant messaging platforms such as Slack and Microsoft Teams.
- Video conferencing software like Zoom and Skype.
- Customer relationship management (CRM) software.

Auditing

- Analytic reasoning.
- Attention to detail
- Continuous auditing and monitoring
- Risk management

Technology

- Proficiency in office suites such as Microsoft Office and Google Workspace.
- Database management using software like Access or SQL.
- Basic understanding of IT troubleshooting.
- Use of accounting software like QuickBooks for managing budgets.

Problem-solving

- Prioritizing urgent tasks and delegating effectively.
- Developing contingency plans for common workflow disruptions.
- Analyzing workflow processes to identify areas for efficiency improvements.
- Conflict resolution techniques to handle disputes between staff or with clients

Resource management

- Inventory tracking and supply ordering.
- Budget management to keep spending within company guidelines.
- Scheduling resources such as meeting rooms and equipment.
- Energy and utility management to reduce costs.

Duties and responsibilities:

OFFICE ADMINISTRATION

- Management of office administration, including office running; logistics; security; information management.
- Ensure all services in the offices are available (water, utility, generator, internet, phone, etc.) and that all office furnishings and equipment are functioning and maintained
- Ensuring offices remain stocked with office supplies and kitchen consumables. stock controls and monitoring
- Oversee the maintenance, repair and cleanliness of the office and premises, ensuring that any needed maintenance is dealt with.
- Ensure all services in the offices are available (water, utility, generator, internet, phone, etc.) and that all office furnishings and equipment are functioning and maintained
- Ensuring offices remain stocked with office supplies and kitchen consumables. stock controls and monitoring
- Managing staff NSSF and life insurance matters.
- Overseeing staff expense advances and ensuring timely and accurate retirements
- Staff recruitment campaigns through internal and third-party channels.

FLEET MANAGEMENT & ASSET MANAGEMENT

- Coordinate all local travels from the location
- Manage all SNV cars which are at the location
- Ensuring staff travels are well planned with the required resources
- Together with drivers, ensure that fleet is in place, serviced, insured, taxed and maintained.
- Management of specific task employee especially drivers, are in compliance with our Motor Vehicle policy
- Ensuring all assets are well managed, secured and maintained at the location office
- Asset that needs to be disposed are disposed as per policy

PROCUREMENT AND STORES OVERSIGHT

- Provide administrative overall for procurement.
- Compliance with governmental institutions requirements for all projects importation.
- Conducting monthly checks for office requirements and needs.
- Supporting local purchasing processes and ensuring timely procurement for project needs .
- Monitoring and reporting on projects requirements and material status.
- Keeping projects asset registers updated from both physical and financial perspectives.
- Maintaining and updating the Administration Manual.

J &R IMPREX (T) LIMITED

December 2014- January 2019

Position- Internal Auditor

Achievements:

Lead ad hoc analyses of financial and IT data to assist other areas of the audit function.
Develop repeatable methods to ensure consistent results and help build an internal knowledge base.
Design and executed audit programs, operational process reviews, and system implementations.
Identified and resolved discrepancies leading to a 15% reduction in annual financial reporting errors.

Duties and responsibilities:

- For areas of the approved Internal Audit Plan, obtain, review and evaluate internal procedures and supporting documentation to ensure that they provide an effective control system and to identify weaknesses, if any
- Prepare detailed reports on the audit findings including asset utilization and audit results and the recommendations for the respective area.
- Carry out special audits to ensure compliance with various related laws, regulations and management policies.
- Periodically follow up on implementation of agreed upon audit recommendations and the corrective actions taken by management.
- Examine and evaluate quarterly/annual financial statements including comparisons with budget for reporting to the Audit Committee.
- Assist in follow up of action items emanating from the Audit Committee meetings.
- Support external auditors by coordinating their information requirements. • Coordinate with Hq Group Internal Audit and assist in the follow up of their recommendations and the corrective actions taken by management.
- Carry out ad hoc audit reviews to investigate any areas identified by management.
- Prepare presentations for the Board/Audit Committee in collaboration with CFO/Company Secretary.

TRANSFERABLE SKILLS AND ABILITIES

- Excellent interpersonal, team work and multi-tasking skills
- Creative, out-going and highly motivated character
- Ability to sell products and services using a consultative sales approach
- Excellent project management, monitoring and evaluation skills
- Ability to work in a demanding and multi-tasking work environment

CONSOLATA MISSION HOSPITAL –IKONDA

December 2012- January 2014

Position-Administrator

Achievements:

Coordinated and arranged company events at the best yet economical locations, saving overhead expenses by \$3000 per month, Provided comprehensive training to 15 newly hired staff members, Provided backup support to other departments, which was highly admired by project manager, Accelerated the appointment system by incorporating an interactive calendar, resulting in hassle-free appointment scheduling.

Duties and responsibilities:

- Rising and claiming insurance invoices to respective insurance company
- Managing hospital facilities and asset allocation.
- Serve as a liaison among governing boards, medical staff, and department managers.
- Organize, control, and coordinate services as per the hospital board regulations.
- Perform all duties within HIPAA regulations.
- Oversee the development and implementation of programs and policies for patient services, quality assurance, public relations, and department activities.
- Evaluate personnel and prepare daily reports.
- Assist with recruitment, consenting, screening, and enrolment of personnel.
- Practice financial acumen in managing budgets.
- Ensure prompt ordering and stocking of medical and office supplies.
- Ensure that stock levels are adequate and orders are made on time.
- Communicate medical results to patients under clinical supervision.
- Sterilize instruments in accordance with OSHA requirements.
- Complete timely and accurate documentation of patient visits.

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EDUCATION:

- **2009-2012**
The Institute Of Finance Management.
Bachelor of Banking and Finance
- **2007-2009**
GREEN ACRES SECONDARY
Advanced Certificate of Secondary Education
(ACSE)
- **2002-2006**
DON BOSCO SEMINARY
Certificate Of Secondary Education (CSE)
- **2021**
ACADEMY FOR INTERNATIONAL
DEVELOPMENT(Ethiopia)
Certificate In Information Security
- **2021**
ACADEMY FOR INTERNATIONAL
DEVELOPMENT(Ethiopia)
Certificate in Data Protection
- **2022**
National Board of Accountants and Auditors
Certificate in Certified Public Accountant
(CPA)

AWARDS/SHORT COURSES:

2021-July-Sep: **Best Performance Certificate for Q3 2021 -**
2021July-Sep: **Certificate of Management Development Program - Lindam**
2021-Sept: **Finance Tools That Every Manager Needs - Cross Knowledge/Lindam**
2021-October: **Make Complex Project Management Simple - Cross Knowled/Lindam**

REFEREES

Mary Joseph Maembe

Immidialtely Supervisor

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