

# FLORA GALLET

## ACCOUNTANT

### EDUCATION

#### **Certified Public Accountant (CPA) / National Board of Accountants and Auditors (NBAA)**

DSM CPA Review center- Upanga  
January 2023 - Present

#### **Bachelor of Accounting and Finance in Business sector (BAF-BS) Mzumbe University- Morogoro-Tanzania**

November 2019 – July 2022

#### **Advanced Certificate of Secondary Education**

**Salesian Seminary- Dodoma- Tanzania**

July 2017- May 2019

#### **Certificate of Secondary Education**

**St. Francis Girls' Secondary School- Mbeya- Tanzania**

January 2013 – November 2016

### WORK EXPERIENCE

#### **Tanzania International Petroleum Reserves Limited (TIPER)**

##### **Assistant Accountant**

**3<sup>rd</sup> October 2022 – 30<sup>th</sup> November 2023**

1. Preparing daily basis interest computations
2. Filling Withholding Tax returns
3. Preparing Petty cash report
4. Ensuring payment vouchers have proper supporting documents before submitting for payment
5. Assigning tag numbers to fixed assets
6. Reconciling fixed assets register to physical verification.
7. Preparing weekly payment plan prior to making payments
8. Preparing cost analysis and allocation reports, weekly activities Reports and goods in transit reports.
9. Preparing Bank Reconciliation Statements, Projects Reconciliation, Accounts payable reconciliation.
10. Receiving Purchase Orders (PO) and Goods received Note (GRN)
11. Stock Counting each month.
12. Preparing PPE movement schedule

#### **Tanzania International Petroleum Reserves Limited (TIPER)**

##### **Practical Student**

**October 2021 – March 2022**

1. Prepared a list of invoices for VAT return.
2. Receiving invoices and verifying EFD receipt on the TRA system.
3. Preparing Overtime calculations.

#### **Tanzania International Petroleum Reserves Limited (TIPER)**

##### **Practical Student**

**September 2020–November 2020**

1. Preparing an excel of vessels for customers
2. Filling documents such as receipts and payment vouchers.



### PROFILE

As a recent graduate, I am seeking a role which allows me to continue learning and perfecting my skills as I provide high-quality work, and encourages me to flourish as an Accountant.

### PERSONAL DETAILS

Date of Birth : 01/02/2000  
Marital status : Single  
Nationality : Tanzanian  
Gender : Female  
Place : Kigamboni

### CONTACT

**PHONE:**  
+255 712 685 595

**WEBSITE:**  
[www.linkedin.com/in/flora-gallet-203112235](https://www.linkedin.com/in/flora-gallet-203112235)

**EMAIL:**  
[floragallet23@gmail.com](mailto:floragallet23@gmail.com)

### HOBBIES

**Cooking** I always love to prepare delicious meals for my family and friends.

**Reading Articles and Novels** I enjoy reading books on a wide range of topics.

**Swimming** in my leisure time, I enjoy swimming with my friends.

## LANGUAGES

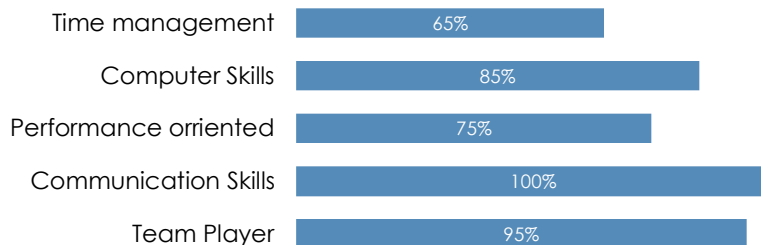
**English**- proficient in communicating in English, as this has been my second language

**Swahili**- fluent in both writing and speaking

## LEADERSHIP

- 2014-2015: Religion Leader (St. Francis Girls' Secondary School)
- 2017-2018: Anti- corruption club Leader (Salesian Seminary)
- 2018-2019: Head Girl (Salesian Seminary)

## SKILLS



## REFEREES

1. Mr. Henrick Kipangula - "Mzumbe University" Lecturer- Department of Accounting and Finance [hekipangula@mzumbe.ac.tz](mailto:hekipangula@mzumbe.ac.tz)  
0718337747

2. Ms. Winnie Shayo - "Tanzania International Petroleum Reserves Ltd (TIPER) "  
Internal Control Manager  
[winnie.shayo@tiper.co.tz](mailto:winnie.shayo@tiper.co.tz)  
0713169513/ 0765280160

3. Mr. Geoffrey Seme - "Tanzania International Petroleum Reserves Ltd (TIPER)"  
Chief Accountant  
[geofrey.seme@tiper.co.tz](mailto:geofrey.seme@tiper.co.tz)  
0677999500