

CURRICULUM VITAE



SHEDRACK OMBENI NIMZIHIRWA
(Certified Public Accountant)

JOB PROFILE:

Shedrack Ombeni Nimzihirwa, known for unwavering integrity, self-discipline, and consistent high performance. With a proven ability to thrive in diverse environments, I excel in roles requiring flexibility and competence, capable of delivering results with minimal supervision. I approach my responsibilities with objectivity and careful attention to detail, relying on professional judgment to resolve issues where organizational procedures may not provide guidance.

Driven by a commitment to both individual excellence and team success, I actively seek out new challenges and opportunities for growth. My career highlights include a strong track record in auditing, compliance and accounting, where I consistently meet and exceed expectations. I am now eager to leverage my skills and experience to contribute significantly to an organization that fosters career advancement.

Proficient in Microsoft Office Suite, I leverage MS Excel for meticulous working paper preparation, MS Word for comprehensive report writing including Audit engagement reports, and MS PowerPoint for dynamic presentations during in-house training sessions. I am dedicated to expanding my skill set and embracing new competencies.

Fluent in both English and Swahili languages, I effectively communicate across diverse audiences, ensuring clarity and precision in all interactions.

PERSONAL DETAILS:

Date of birth:	5 th February 1976
Nationality:	Tanzanian
Mobile number:	+255 783817101/+255 768817102
E-mail address:	shednimzihirwa@gmail.com she

PROFESSIONAL PROFILE:

Date	Name of Institution/School	Award
APRIL 2020	National Board of Accountants and Auditors (NBAA)	Diploma in International Public Sector Accounting Standards (IPSAS)
May 2018	National Board of Accountants and Auditors (NBAA)	Certified Public Accountant (CPA.T)
2007	National Board of Accountants and Auditors (NBAA)	Accounting Technician certificate

EDUCATION PROFILE:

Date	Name of Institution/School	Award
Aug 2020- Nov 2023	University of Dar es Salaam	Masters of Business Administration (MBA). Finance
March 1999 – Feb 2001	Magamba High School	Advanced Certificate of Secondary Education
Jan 1994 – Oct 1998	Kirangare Secondary School	Ordinary Certificate of Secondary Education

TRAINING AND AWARDS:

August 2020- Certification in Risk based internal audit process championship program (RBA) issued by the Internal auditor General's office

June 2023 Certificate of Attendance on ICT Audit Fundamentals (CISA) awarded by ISACA

2019 Data Analysis Software (IDEA) facilitated by the Internal auditor General's office

CPD sessions conducted by NBAA and the Institute of Internal Auditors Tanzania (IIA) from time to time

OVERALL WORK EXPERIENCE:

AUDITOR: DEMUS ASSOCIATES

NOVEMBER 2020 TO DATE

Duties:	<ul style="list-style-type: none">• Performed detailed audits of financial statements, ensuring accuracy, compliance with regulatory standards, and identifying areas for financial improvement.• Designed and implemented robust internal control systems to safeguard client assets, prevent fraud, and enhance the reliability of financial reporting.• Conducted thorough risk assessments to identify financial and operational risks, providing actionable recommendations to mitigate these risks effectively.• Assisted clients in improving the accuracy and transparency of their financial reporting processes, ensuring adherence to IFRS and GAAP.• Provided expert tax advice, ensuring compliance with tax regulations, and developing tax-efficient strategies to minimize liabilities and enhance savings.• Analysed client operations to identify cost-saving opportunities, recommended strategies for cost reduction, and improved overall financial efficiency.• Investigated financial discrepancies and potential fraud cases, implementing preventive measures to protect client interests and maintain financial integrity.• Advised clients on optimizing business processes, enhancing operational efficiency, and achieving financial objectives through effective resource management.• Conducted in-depth financial analyses, providing clients with valuable insights into their financial performance and identifying opportunities for growth and improvement• . Prepared and presented audit findings to stakeholders, facilitating clear and transparent communication, and building trust through accurate and reliable financial information.

**INTERNAL AUDITOR: MUHIMBILI NATIONAL HOSPITAL
NOVEMBER 2018 TO 2020**

Duties:	<ul style="list-style-type: none"> • Assess the organization's risk management processes to ensure risks are identified, evaluated, and mitigated effectively. • Assess the adequacy and effectiveness of internal controls and provide recommendations for improvement. • Verify that the organization complies with relevant laws, regulations, and internal policies. • Review financial statements and transactions to ensure accuracy, completeness, and compliance with accounting standards. • Evaluate the efficiency and effectiveness of operational processes and recommend improvements. • Assess the security, reliability, and integrity of information systems and data management practices. • Identify and investigate potential fraud and implement measures to prevent future occurrences. • Prepare detailed audit reports and communicate findings and recommendations to management and stakeholders. • Provide consulting and advisory services related to governance, risk management, and control. • Implement and maintain ongoing monitoring activities to ensure continuous improvement in control processes and risk management.
	<ul style="list-style-type: none"> • Assess the organization's risk management processes to ensure risks are identified, evaluated, and mitigated effectively.

**ACCOUNTS OFFICER: MUHIMBILI NATIONAL HOSPITAL
2012 - 2017**

Duties:	<ul style="list-style-type: none"> • Verify daily cash transactions and review medical claim forms submitted by cash collectors. • Oversee the IP Billing unit for efficient inpatient billing processing. • Scrutinize employee incentive claims (extra duty, overtime) for compliance and approval. • Collaborate with the ICT department to manage customer complaints related to medical bills and payments. • Maintain and manage the Hospital Asset Register for accuracy and accountability. Verify account journals and ledgers, participating in the preparation of hospital accounts.
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	<ul style="list-style-type: none"> • Assist in the budgetary process, contributing to financial planning and decision-making. • Verify daily cash transactions and review medical claim forms submitted by cash collectors. • Oversee the IP Billing unit for efficient inpatient billing processing.
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ASSISTANT ACCOUNTANT: MUHIMBILI NATIONAL HOSPITAL
2010 - 2012

Duties	<ul style="list-style-type: none"> • Maintain accurate records of financial transactions by posting and verifying entries in the accounting system. • Assist in Managing of invoices, process payments to suppliers, and handle customer payments and collections. • Reconcile bank statements with the company's financial records to ensure accuracy and identify discrepancies. • Assist in preparing monthly, quarterly, and annual financial reports, ensuring compliance with accounting standards. • Calculate and process employee wages, deductions, and benefits, ensuring timely and accurate payroll disbursement. • Input financial data into accounting software and ensure all entries are accurate and up-to-date. • Assist in internal and external audit processes by providing necessary documentation and information.
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ASSISTANT ACCOUNTANT: KILWA DISTRICT COUNCIL
2009 - 2010

Duties	<ul style="list-style-type: none"> • Maintain accurate records of financial transactions by posting and verifying entries in the accounting system. • Assist in Managing of invoices, process payments to suppliers, and handle customer payments and collections. • Reconcile bank statements with the company's financial records to ensure accuracy and identify discrepancies. • Assist in preparing monthly, quarterly, and annual financial reports, ensuring compliance with accounting standards. • Calculate and process employee wages, deductions, and benefits, ensuring timely and accurate payroll disbursement. • Input financial data into accounting software and ensure all entries are accurate and up-to-date.
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| <ul style="list-style-type: none"> • Assist in internal and external audit processes by providing necessary documentation and information. |
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OTHER ACTIVITIES

I participated in special assignments from the office of the Internal Auditor General (AIG) as follows:

- September 2019-October 2019: Debt verifications i.e., verifying the authenticity of the debt information at Tanzania Police Force by reviewing the source of those debts to ensure they are legit before they can be paid by the government.
- January 2023-February 2023: Debt verification i.e., verifying the authenticity of the debt information at Policy, Parliamentary Affairs, Labour and Employment, Youth, and the Disabled, Special office for the Prime minister VOTE # 25, by reviewing the source of those debts to ensure they are legit before they can be paid by the government

REFEREES:

References

1. Dr. Sifuni Nikombolwe Lusiru
Senior Lecturer, The Mwalimu Nyerere Memorial Academy
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2. Jenipha Isdory
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3. Dr. Abduel G. Kitururu (Advocate) Amicus Attorneys, Raha Towers, First Floor, Bibi Titi Rd/Maktaba Street

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Cell phone: +255 784707170

Certification

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience.

Shedrack Ombeni Nimzihirwa