

# SEIF DARUSI SEIF

Male, Married.

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[in](#) seifbinseif

English, Swahili and Arabic (reading and writing)



## SHORT SUMMARY

I am a passionate commerce in Banking and finance studies graduate with experience of 10 years in the accounting/finance department. I am able to perform my assignments with a high degree of professionalism and believe in excellence and have always dedicated myself; my talents and my creativity to ensure the successful accomplishment of any goals. My positive attitude and willingness to give 100% makes me a valuable asset to your organization. I am seeking for a role where my existing experience will ensure that all objectives are achieved.

## WORK EXPERINCE-10 YEARS

PLACE	POSITION	DURATION	DUTIES
BAKHRESA FOOD PRODUCTS LIMITED	ASSISTANT ACCOUNTANT, PAYABLE SUPERVISOR & SALES COORDINATOR	2014-TO DATE	<p><b><u>As Assistant Accountant/payable supervisor</u></b> Managing book of accounts/ledgers, bank &amp; cash reconciliation, verifying and checking payroll, Cost management, payment vouchers, preparing financial documents, budgeting, Funds management and report preparation, Internal audit, MIS reporting, Trucks fuel efficiency, manage statutory compliances</p> <p><b><u>As a Sales coordinator</u></b> Approving sales orders, Coordinating the Direct Customers Project, Monitor the team and propose improvement to GM, manage receivables, maintain sales ledgers balances, manage trucks routes via GPRS system, responding to complaints from the customers, coordinating sales routes for easy deliveries, coordinating the processing of all received accurately and timeliness from DCR</p>

PLACE	POSITION	DURATION	DUTIES
TRAVEL SAVINGS LIMITED	ASSISTANT ACCOUNTANT	2012-2014	Prepare Purchase Orders, manage office expenses, Posting the vouchers, Managing book of accounts/ledgers, bank & cash reconciliation, budgeting, Internal audit.
THE PEOPLE'S BANK OF ZANZIBAR (PBZ)	FIELD PRACTICAL TRAINING	Aug 2011- Oct 2011	Evaluating customers financial capacity for a loan, updating the customers for their enquiries, assist the customers to fill different forms, checking the customers balances, responding to incoming calls.
SHIRIKISHO SACCOS LIMITED	FIELD PRACTICAL TRAINING	Sept. 2010- Nov. 2010	Review loan requests, assess clients financial status, updating loan repayments, updates loan applications.

EDUCATION & PROFESSIONAL QUALIFICATION		
UNIVERSITY/INSTITUTE	QUALIFICATION	YEAR
THE INSTITUTE OF FINANCE MANAGEMENT	BACHELOR OF BANKING AND FINANCE (BBF)	2012
ADVANCED CERTIFICATE OF SECONDARY EDUCATION	ACSEE- CERTIFICATE	2009
CERTIFICATE OF SECONDARY EDUCATION	CSEE- CERTIFICATE	2006

AFFILIATIONS
THE INSTITUTE OF FINANCE MANAGEMENT MUSLIM SOCIETY (IMUS)
TANZANIA MUSLIM STUDENTS AND YOUTH ASSOCIATION (TAMSYA)

INTEREST & HOBBIES
Helping people with disabilities, blogging and reading books, exercising, travelling as a source of exposure

ACHIEVEMENTS
Successfully manage accounts team in absence of head of accounts , increased performance of accounts department & certificate of good leadership in Advanced level school for 2 years (form5 & form 6).

COMPUTER SKILLS
Accounting package (Tally ERP 9, Orion-Oracle, SAP ), Word/Excel/Outlook, Typing, Internet, Email and social networks.