



BEATRICE KITOKI

Contacts & Personal Details

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Dar es Salaam, Tanzania

Email: beatricekitoki@gmail.com

Date of Birth; 9th July 1991

Citizenship; Tanzanian

Marital Status; Single

Education & qualifications

Bachelor of accounting and finance

University of Iringa 2013- 2016

Advanced Certificate of Secondary Education (ACSEE)

Mwika High School 2009- 2011

Certificate of Secondary Education (CSEE)

Arusha Secondary School

2005- 2008

Primary Certificate Education

Kijenge Primary School 1998-2004

Skills

- ❖ MS Programs, Tally ERP, QuickBooks Pro, Looker studio-data interpretation and analysis google tool
- ❖ Financial Reporting
Bookkeeping
Statutory deductions and submission
Regulatory Tax filling
Financial Budgeting
Data entry
Accounts Reconciliations
Accounts Data Analysis
Payroll Accounting
Tax computation & Compliance
Stock taking and reporting

Summary

Registered with the body of Accountant and Auditors in TANZANIA (NBAA), Detail-oriented, organized, team player, experience with managing financial transactions, preparing accurate financial statements, and ensuring compliance with tax regulations. Stock taking and track record of maintaining accurate records.

Proficient with multi- tasking and ready to embracing new challenges and making a meaningful impact on financial operations.

Work Experience

Accountant Greenlight Hotel October, 2023-September,2024

Duties performed;

- ❖ Manage Daily accounting activities of the Hotel-daily reports, daily recording, stock taking, daily payments reconciliations.
- ❖ Work with front office department concerning customers payments, billing and invoices.
- ❖ Collaborate with store keeper, chef, F&B to analyze the departmental cost and revenue for budgeting purposes.
- ❖ Manage accounts payable and receivable, ensuring timely and accurate processing of transactions.
- ❖ Monthly bank statement reconciliations, identifying and resolving discrepancies to maintain financial accuracy.
- ❖ Monthly financial statements preparations.
- ❖ Monthly financial budgeting.
- ❖ Maintain accurate and up-to-date accounting records, improving record-keeping efficiency
- ❖ Handle daily transactions-MPESA, Cash payments, CRDB Payment.
- ❖ Process payroll and Statutory deductions-NSSF, PAYE, WCF, WHT.
- ❖ Prepare and manage monthly tax return.

Accountant PJA Property Dealers January, 2023–June, 2023

Duties performed;

- ❖ Manage all the company financial activities.
- ❖ Accounts reconciliations –Bank, Accounts payables, Accounts receivables.
- ❖ Preparation of monthly Reports and Create monthly budget.
- ❖ Customers payment schedule Statement preparations.
- ❖ Reconciliation of different company projects and analysis.
- ❖ Head of collection team and Audit the collection team database.
- ❖ Handle incoming and outgoing payments and bills -office supplies, stationaries and other supplies
- ❖ Process payroll and Statutory deductions-NSSF, PAYE, WCF, NHIF.
- ❖ Prepare and manage tax return.
- ❖ Work with sales team, operations team and General manager.

Accountant MSSSA Saccos January, 2021–June, 2022

Duties performed;

- ❖ Registration of the new member into the Saccos.
- ❖ Petty cash management and keep up record
- ❖ Preparation of Annual budget and Quarterly Saccos report (Revenue, Expenditure, Savings, Loans)
- ❖ Post the Sacco's members savings and loans into the accounting system, custody of receipts.

- ❖ Preparation of Bank reconciliations statements, reconciliations of the Saccos's member accounts.
- ❖ Board member meeting preparation as well as minutes taking.
- ❖ Preparation of the Saccos Financials and documents for Audits.
- ❖ Process payroll as well as the statutory deductions-NSSF
- ❖ Taking any other responsibilities as may be assigned by the Board.

Accountant EcoAct Tanzania

August 2018–September, 2020

Duties performed;

- ❖ Maintain financial records, post into the accounting system.
- ❖ Preparation of Bank reconciliations statements.
- ❖ Preparation of Payment vouchers, Tax Invoice, Issue EFD's Receipt.
- ❖ Preparation of Quarterly Budget as well as monthly Reports.
- ❖ Manage all the company fixed asset register, Cheque book.
- ❖ Prepare ledgers and Manage petty cash, make bank deposits and keep up records.
- ❖ Manages office supplies and keeps update records of office stationery and other supplies
- ❖ Process payroll, salary slip as well as Statutory deductions-NSSF, PAYE, WCF, NHIF.
- ❖ Process VAT returns as well as E-filing.

Referees

Referee No. 1

**Michael Muhoja Manager-
International taxation TRA-LTD.**

Postal address; P.o.box 80265 Dar
EsSalaam, Tanzania.

Phone no; -0784 493377 Email
address:mmuhoja@tra.go.tz

Referee No. 2

**Derick Kahwa
Managing Patner-DELA
LINKACCOUNTANCY
SERVICES.**

Postal address; P.o.box 77030 Dar
EsSalaam, Tanzania.

Phone no. - 0754 771988, 0717 425642.
Email address:derick.kahwa@gmail.com,

Referee No. 3

CharlesNkonoki

**General Manager -PJA Property Dealers
Ltd.**

Postal address; P. o. Box 2077
DabeHouse Kinondoni, Dar Es
Salaam, Tanzania.

Phone no; - 0756658023
Email address: finance@pjaproperty.com

Accounts intern Sun share Investment Co.

May 2017-30 March 2018

Duties performed;

- ❖ Generate and prepare the Invoices and print the receipts.
- ❖ Processing customers' orders and transactions.
- ❖ Manage the company database- materials, customers, as well as employees
- ❖ Organize a filling system for confidential company documents.
- ❖ Support the finance department in other affairs

Accounts Trainee (Field Practical Training)

Tanzania Revenue Authority-Large Taxpayers Department.

4 April 2016-1 July 2016

Duties performed;

Assist the Revenue and Expenditure Officer to;

- ❖ Record all the revenue collected of all departments accurately.
- ❖ Banked all the revenue collected in LTD's department in the appropriate account in a timely manner.
- ❖ Transferring all the revenue collected through TISS to PMG.
- ❖ Preparation of the expenditure budget and report for the department.
- ❖ Preparation of Payment vouchers as well as Withholding tax certificate.
- ❖ Support in preparation of bank reconciliation statements for both expenditure and revenue.