

# CURRICULUM VITAE-KONJESTA GASPAR

## CURRICULUM VITAE

### 1.0 PERSONAL INFORMATION

SURNAME	GASPAR
OTHER NAME	KONJESTA
GENDER	FEMALE
MARITAL STATUS	MARRIED
DATE OF BIRTH	15 <sup>TH</sup> MAY, 1981
PLACE OF BIRTH	KILIMANJARO
NATIONALITY	TANZANIAN
LANGUAGE	SWAHILI AND ENGLISH
RELIGION	CHRISTIAN
PERMANENT ADDRESS	P.O.BOX 580, DAR ES SALAAM, TANZANIA
MOBILE	+255 714-635374/+255 767-251551
Email address	<a href="mailto:mmassykonjesta@ymail.com">mmassykonjesta@ymail.com</a> mmassykonjesta@gmail.com

### 2.0 OBJECTIVE

To work and learn from experienced mentors in a dynamic environment and to professionally apply all the knowledge and experience in the best possible way for professional growth and to make the company stand out in competition.

### 3.0 WORK EXPERIENCE

**From July, 2019 to date- Working with PPF SACCOS LTD as Chief Accountant performing the hereunder below duties:**

- Head of Account and Administrative Staff
- Preparation of Financial Statements both Management Report, Quarterly and Annually for Board decisions, Auditors and other stakeholders.
- Posting transactions to the system
- Preparing monthly Bank Reconciliation Statements
- Compute tax, paying tax and filing tax returns as per tax authority requirements.
- Timely submission of monthly Payroll changes to Employer.
- Pre audit of Payment Vouchers and receipting
- Attendance and presentation to Management and Board Meetings.
- Payment of statutory deductions
- Preparation of Annual Budgets
- Preparation of monthly reports for responsible Authority.
- Forecast on New Investment/Products
- To prepare update Fixed Asset Register (FAR)
- Preparation of members Loan status, clearance report with banks and letter to employer to update members' from monthly payroll amendments.
- Submission of Bank checklists and transfers

## CURRICULUM VITAE-KONJESTA GASPAR

**From March 2010 to June 2019- Worked with TAC ASSOCIATES as Audit Supervisor and performed the duties as hereunder below:**

- Participating in the development of the annual audit plan.
- Developing individual audit programs under the general supervision of the Audit Manager/Audit Partner.
- Participating in assigning staff and budgeting hours for audits; tracking the progress of audits; providing technical assistance to auditors in compiling, drafting, and completing audits field work and audit reports.
- Reviewing audit work papers prepared by the audit staff to ensure that assignments are conducted in conformance with approved audit programs, and the firm's standards and policies.
- Provide timely updates to the Audit Manager or Audit Partner.
- Preparing the Auditor's report and Management letter for discussion with the client and consequently submitting to the audit partner for final review.
- Performs other related duties as directed by Superior.

**Auditing various assertions as;**

- Property Plant and Equipment
- Cash and Cash Equivalents
- Investments
- Payables and Accruals
- Receivables and Prepayments
- Inventories
- Capital Fund and Adequacy
- Revenue
- Expenses
- Procurement and Contracts Management
- Human Resource Management
- Internal audit and Board minutes
- Investment in Debts Securities
- Loans and Advances
- Equity Investment
- Bank of Tanzania Rules and Regulations Compliance

## CURRICULUM VITAE-KONJESTA GASPAR

### 4.0 PROFESSIONAL QUALIFICATION

I was awarded the title of Associate Certified Public Accountant in Public Practice (ACPA-PP) with registration number ACPA-PP 3667 by the National Board of Accountants and Auditors in December 2018.

### 5.0 ACADEMIC QUALIFICATION

Year	Institute	Award/Position	Specialization
2005-2008	Tanzania Institute Of Accountancy (Tia)	Advanced Diploma In Accountancy (Ada)	Accounting
2003-2005	Korogwe Girls' High School-Tanga	Advanced Certificate Of Secondary Education	Science In Chemistry, Biology & Geography (Cbg)
1999-2002	Umbwe Secondary School-Kilimanjaro	Ordinary Certificate Of Secondary Education	Science Subjects
1992-1998	Manushi Juu Primary School-Kilimanjaro	Primary Education Certificate	Primary Level Skills

### 6.0 OTHER QUALIFICATIONS

Year	Institute	Award	Covered Area
July-October 2008	Desktop Computer Technology	Basic Computer Application Certificate	Microsoft Word, Excel, Access, PowerPoint, Publisher, Internet And Mail

### 7.0 PROJECT / FIELD EXPERIENCE

#### PROJECT

Can you please rephrase the following sentence: "During my Secondary education studies, I conducted HIV/AIDS projects at Mawenzi Hospital in the Kilimanjaro Region and Kilole Village in Tanga Region."

#### FIELD

Between July 2007 and February 2009, I participated in a field practice program at TAC ASSOCIATES, which is the successor of Tanzania Audit Corporation. During my time there, I composed a report that assessed the efficiency and autonomy of the external auditors at TAC ASSOCIATES.

### 8.0 INTERPERSONAL SKILLS

## **CURRICULUM VITAE-KONJESTA GASPAR**

- Ability to work under pressure, fast learning, and easy to cope
- Strong leadership and people management skills
- Optimistic attitude
- High level of personal motivation to achieve set targets
- Able to multitask and meet deadlines effectively
- Highly motivated to learn and try, Discipline
- Ready to work as a team, hard-working
- Highly motivated to be a successful person

### **9.0 LEADERSHIP SKILLS**

- Head of Accounts department-PPF SACCOS LTD July, 2019-up to date.
- Audit Supervisor-TAC Associates various clients including Donor Funded Projects.
- Secretary, Science Club- Umbwe Secondary School (2001/2002)
- Vice Chairperson, Mali Hai Club of Tanzania-Umbwe Secondary School (2000/2001)

### **10.0 INTEREST AND HOBBIES**

- Reading newspapers
- Listening radio and watching Television
- Bringing ideas into reality
- Reading books and other motivational articles
- Attending seminars to adapt to current changes in the profession and workplace.
- Cooking
- Undertake entrepreneur activities

### **11.0 REFEREES**

- I. MR. LEONARD E. SHOO  
SENIOR AUDITOR  
TAC ASSOCIATES  
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- II. MRS. MORA ELIAS  
TAX OFFICER  
TANZANIA REVENUE AUTHORITY  
P.O. BOX 25216  
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MOB: +255 713-777380

## CURRICULUM VITAE-KONJESTA GASPAR

III. MR. JUSTICE SHEKALAGHE  
AUDIT MANAGER  
TAC ASSOCIATES  
P.O.BOX 580  
DAR ES SALAAM  
MOB: +255 715-460858/+255 755-313519  
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### **DECLARATION**

I hereby affirm that all the information I have provided is completely accurate and truthful to the best of my knowledge and belief. Your trust in my honesty is highly appreciated, and I assure you that I have no intention of misleading you in any way.



**Konjesta Gaspar**