

## **CURRICULUM VITAE**

### **MOHAMED IBRAHIM RAMADHAN**

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**Ibrahim.Tumba@yahoo.com,**

P.O. Box 538, Dar Es Salaam, Tanzania

I am a passionate accounts graduate with valuable experience in the accounting sector. 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 marketing knowledge and experience will ensure that all objectives are achieved.

#### **Personal Details**

- **Gender:** Male
- **Nationality:** Tanzanian

#### **Education & Professional Qualification**

- Member of the National Board of Accountants and Auditors Tanzania (NBAA)  
(Registration No: 031192)
- Bachelor's Degree in Accountancy, Tanzania Institute of Accountancy (Dar es Salaam), 2011-2014
- Diploma in Accountancy, Tanzania Institute of Accountancy (Mbeya), 2009-2011
- Advance certificate in secondary school education, Benjamin William Mkapa High School, 2007-2009
- Certificate in secondary school education, Matangini Secondary School 2003-2006
- Certificate in Primary school education, Ushindi Primary School 1996-2002

## **PROFESSIONAL EXPERIENCE**

### **Assistant Accountant**

**Bakhresa Food Products Limited (BFPL) (August 2 2021 – Up to date)**

#### **Roles and Duties**

- Posting Orion sales done to the supermarket and other companies and payments made by them by getting collection reports of daily
- Register creditor and Debtor cheque Daily update of supermarket statement and others customers, whenever there sales to supermarket and other customers' companies
- Daily trucks stock-taking preparing truck report
- Preparation of invoice
- Preparation of BFPL vouchers and local purchase order
- Make follow up on received stock from Production.
- Prepare debit and credit notes
- Do stock reconciliation
- Reconcile wages payment
- Handle payment and contra entry
- Handle fuel bill system and Reconcile fuel bill from transport division on our route sales
- Reconciliation of Direct customers loaded and payment (slip)
- Reconciliation all up country Debtors
- To prepare exempt export receipt sales
- To maintain all EFD machinery
- To prepare monthly report for EFD in order to match sales and punching receipt
- To prepare report for supermarket and up country sales and sending to senior Accountant
- To perform any other duty assigned by senior Accountant

## **Assistant Accountant**

**Bakhresa, Azam Daily Product Limited (ADPL) (1 June 2016 – 31 July 2021)**

### **Roles and Duties**

- Authorizing sales order (Debtor control) and hand the order to dispatch for loading.
- Verifying Delivery note and sales order if they are matching for posting in orion sytem
- Preparing sales order and delivery note in orion system
- Documenting of sales order and delivery note
- Preparing invoices to supermarket and other companies
- Preparation of daily sales report and, Matching of daily excel report with orion system in terms of sales and stock
- Posting in orion sales done to supermarket and other companies and payment made by them by getting collection report of daily
- Register creditor and Debtor cheque Daily update of supermarket statement and others customers, whenever there is sales to supermarket and others customers companies
- Daily trucks stock taking and prepare truck report
- Preparation of invoice
- Preparation of ADPL vouchers and local purchase order
- Preparing of stock damage report
- Weekly Auditing of dispatch stock
- Make follow up on received stock from Production.
- Prepare debit and credit notes
- Do stock reconciliation
- Reconcile wages payment
- Handle payment and contra entry
- Reconcile fuel biil from transport division on our route sales

**Assistant Accountant (Temporary Employee)**

**Surface and Marine Transport Regulatory Authority (SUMATRA). (1March 2015 to 30 December 2015)**

**Roles and Duties**

- Handling and writing cheques
- Recording other payment transactions
- Receiving and processing all invoices, expense form and request for payments,
- Accountant on cash collection when customers pay for the service rendered
- Preparing books of accounts such as receipt and payments voucher
- Proper filling of documents used in financial transactions, and safe custody of cash collected before they are sent to bank
- Assisting the Accountant to fill bank deposit forms and to ensure currency denomination is checked for accuracy in their proper column
- Receiving and paying out money (Cashiering) in Epicor Production

**Assistant Accountant (Temporary Employee)**

**Travel savings ltd-Dar es salaam, (1st September, 2014 to 31st February 2015.)**

**Roles and Duties**

- Record and Verification of Daily Sales Return,
- Reconcile finance account through spread sheet,
- Recording other payment transactions receiving and processing all invoices, expense form and request for payments,
- Verifying calculations working with the Manual system
- Managing petty cash transactions

**Assistant in Department of Finance Accounting (DFA)**

**Muhimbili Orthopaedic Institute (MOI). (13th September,2010 to 15th November, 2010)  
(07 July 2013 to 30 September 2013) Intern**

**Roles and Duties**

- Verification of payment vouchers,
- incoming invoice and other financial data,

- Responsible for maintaining debt services and collection of Revenue plus other duties.

## **Teaching Services**

**Mtp Studies Program** (2008/2009 and 2014/2015)

### **Roles and Duties**

- Taught Bookkeeping, commerce and Economics

### **Technical skills**

- MS word Ms excel and MS powerpoint.
- Intranet and internet,
- Emails and social networks
- Epicor Production, Tally and Orion, SAP/S/4 HANA

### **Key Professional Skills & Competencies:**

- Communications skills - Ability to communicate and present, confidently, clearly, expressively both orally and in written form
- Management skills - Accustomed to working with senior management and management of team and skills
- Possess sound accounting knowledge and can give guidelines to corporations, individuals and professionals about accounting matters
- Possess excellent customer care, listening and problems solving skills.
- Possession of strong analytical and problem solving skills, with the ability to make well thought out decisions
- Able to think laterally to create options and solutions
- Works well with MS Office Suite, Internet and Email and general computer applications
- Ability to fluently read.write, speak and understand both English and Swahili

## **INTERESTS, HOBBIES AND ACTIVITIES**

- I enjoy blogging and reading on new accounting aspects
- I enjoy engaging and playing challenging sports
- I also enjoy exercising to keep fit also as a relaxation therapy
- I like to spend leisure time exchanging ideas with family and friends particularly on technology, politics and sports

**Referees**

Please feel free to contact the under mentioned in regard to my competence, work ethic, performance and / or any other aspect with respect to me;

MKUFYA H. MATOPE  
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**DECLARATION**

I MOHAMED IBRAHIM RAMADHAN declare that this is my own CV, written to the best of my knowledge, truthfully and honestly. All the information found in this CV explains the reality of my personalities, academic and career life.

..... **MOHAMED IBRAHIM RAMADHAN**