

EMILY E. SAID

Accounting and Transport Finance

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Dar es Salaam Tanzania
Emily Said

Objective:

Dedicated and detail-oriented professional with a Bachelor's degree in Accounting and Transport Finance and two years of experience in the accounting industry.

Carrier Objective: To obtain a position where i can apply, acquired skills and experience, working in a team environment thereby continuously growing and contributing to the main objectives of organization and to take organization and myself to greater heights through my commitment, Sincerity, adaptability & versatility.

EDUCATION

Bachelor's degree in Accounting and Transport Finance| 2019-2022

National Institute of Transport, Dar es Salaam, Tanzania

Relevant coursework: Financial Accounting, Management Accounting, International Finance, Airline Finance, Risk management, Auditing, Taxation, Financial Reporting, Investment Analysis and Transport Costing and Finance

Advanced Certificate of Secondary Education| 2017-2019
Samora Machel High School, Mbeya Tanzania

Certificate of Secondary Education | 2013-2016 Mbeya Secondary School

SKILLS

Financial Analysis: Good analytical skills developed through coursework and professional experience.

Computer literate: Excellent in Microsoft Excel, Word, Publisher and Computer in general

Detail-Oriented: Keen attention to detail, ensuring accuracy in financial records and reports.

Communication: Good in verbal and written communication skills, facilitating effective collaboration with team members and stakeholders.

Deadline Management: Proven ability to work under pressure, meet deadlines, and adapt to a dynamic work environment

AWARDS

April 2019

Samora Machel High School | Mbeya Tanzania
Best Student
Best Cleanliness Student

PROFESSIONAL EXPERIENCE

Accountant at Distinction Limited

January 2024 - PRESENT

Duties and Responsibilities

1. Submitting annual tax returns, PAYE and SDL
2. Prepare Petty cash
3. Prepare Tax invoices, Proforma invoices and Statements Account
4. Monitoring daily Accounting activities
5. Financial Accounting and Budget control
6. Prepare Salary sheets and Payment Approval
7. Managing day to day operations and make detailed analysis on performance of the company each week

Accountant at Ilu Contractors Limited

December 2022- January 2024

Duties and Responsibilities

1. Monitoring the efficiency of existing accounting procedures and ensuring they comply with the government regulations
2. Submitting annual tax returns, PAYE and SDL
3. Recommending financial actions by analyzing accounting options
4. Prepare petty cash, tax invoices, Proforma invoices.
5. Ensure compliance with construction and finance
6. Monitor project costs to ensure they are aligned with budgets.
7. Accumulate support and compile quarterly project accruals for supervisory review.
8. Report monthly project spend

Accountant at Kabango General Business (T) Limited

September 2022 - November 2022

Duties and Responsibilities

1. Documenting financial transactions
2. Reviewing financial documents to resolve any discrepancies and irregularities
3. Reconciling already documented reports, statements and various transactions
4. Creating, reviewing and presenting budgets
5. Creating Invoices