

BENEDICTO LONGINO ANTONY

DAR ES SALAAM, TANZANIA

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PROFESSIONAL SUMMARY

- Keep accounts accurate and current with diligent and methodical attention to all financial revenue and expenses. Compliant with standards and knowledgeable about regulations. Well-versed in handling different types of accounts and keeping all data audit-ready.
- Detail-oriented professional proficient in accounts payable and receivable management, payroll administration and budget support. Experience includes working with department leaders to establish budget controls and track expenses. Highly organized and analytical problem-solver with sound judgment.
- Dedicated financial professional with demonstrated history of integrity, efficiency and accuracy in accounting management. Eager to apply knowledge in accounting, cash flow optimization and financial reporting.
- Highly skilled Accounts Officer with experience in financial reporting, auditing, and account reconciliation. Strengths

include strong analytical skills, regulatory compliance, and a thorough understanding of financial systems.

- Demonstrated impact through streamlining accounting procedures and implementing cost-effective solutions in previous roles.

SKILLS

- General ledger entry
- Accounts receivable and payable
- Internal controls implementation
- Account Reconciliation
- Invoice Processing
- Debt collection
- Financial statement preparation
- Variance Analysis
- Accounts Payable
- Expense Tracking
- Payroll Processing
- Accounts Receivable
- Financial Forecasting
- Tax Preparation

COMPUTER LITERACY

SKILL	PROFICIENCY
MS Word	Good
MS Excel	Good

WORKING EXPERIENCE

January 2024 to Current

The Prince Royal Company Ltd

(Accounts Officer)

- Reviewed and reconciled accounts payable and receivable records.
- Prepared monthly financial reports for the management team.

- Assisted in preparing budgets, forecasts, and cash flow statements.
- Processed invoices and payments to suppliers promptly and accurately.
- Monitored changes in legislation related to taxation.
- Resolved payment discrepancies with vendors and suppliers.
- Maintained accurate record keeping of all financial transactions.
- Performed bank reconciliations on a regular basis.
- Ensured compliance with relevant accounting standards and regulations.
- Developed internal control policies to improve accuracy of financial information.
- Conducted audits of expense claims and other documents as required.
- Provided advice to senior management on tax planning strategies.
- Analyzed financial data to identify trends or issues requiring attention.
- Created detailed reports summarizing financial results for presentation to management team.
- Provided assistance in developing new accounting systems and procedures.
- Evaluated existing processes for efficiency improvements.
- Managed accounts receivable functions including billing, collections, customer inquiries.

- Organized filing system for account documents such as invoices, receipts.
- Advised clients on appropriate tax deductions based on their individual circumstances.
- Generated monthly profit and loss statements for review by senior management.
- Responded promptly to customer queries related to their accounts.
- Maintained current and accurate general ledger with all accounting data in audit-ready format.
- Deposited vendor payments and adjusted accounts to reflect changing balances.
- Collaborated with accounting associates to improve reconciliation processes.
- Verified and entered expenditures into accounting software, reconciling accounts to resolve variances.
- Helped prepare and administer yearly budgets for overall operations and individual departments.
- Improved year-end inventory audit process to increase accuracy.
- Prepared and analyzed financial statements, including balance sheets and income statements.
- Conducted internal audits to ensure adherence to financial and operational controls.
- Compiled and presented financial reports to management, highlighting trends and areas of concern.

- Managed accounts payable and receivable, improving payment cycles and maintaining vendor relationships.
- Coordinated with external auditors for annual audits, providing necessary documentation and explanations.
- Ensured compliance with tax regulations, preparing and submitting tax returns and other necessary filings.
- Administered payroll processing, including calculation of wages, benefits, and deductions.
- Managed and reconciled multiple accounts, ensuring accuracy and compliance with financial policies.

January 2023 to December 2023

The Prince Royal Company Ltd
(Transportation Manager)

- Managed multiple transportation projects, ensuring successful completion of project goals and objectives.
- Developed and implemented policies and procedures to ensure efficient operations of the transportation department.
- Supervised a team of drivers, dispatchers, and customer service representatives.
- Monitored driver performance and compliance with safety regulations.
- Maintained records of vehicle maintenance schedules to ensure proper upkeep of fleet vehicles.
- Ensured compliance with local, state, federal laws governing the transportation industry.

- Organized training programs for staff members on safe driving practices and use of equipment.
- Communicated regularly with customers regarding their orders and any changes in delivery schedules.
- Resolved conflicts between suppliers and carriers regarding rates or other issues.
- Developed relationships with government agencies responsible for regulating the transportation sector.
- Reported maintenance and repair needs for transportation vehicles and equipment.

➤ July 2022 to December 2023

The Prince Royal Company Ltd
(Transportation Supervisor)

- Coordinated daily transportation operations, including scheduling and routing of drivers.
- Monitored driver performance and provided feedback to ensure compliance with safety regulations.
- Maintained accurate records of vehicle maintenance, mileage logs, fuel usage, and other related information.
- Reviewed invoices for accuracy and negotiated contracts with vendors to secure best rates available.
- Managed maintenance and repair actions for team equipment and vehicles.

EDUCATION AND TRAINING

(JULY 2023)

INSTITUTE OF FINANCE MANAGEMENT

Dar es Salaam, TANZANIA

Bachelor of Science in Taxation

(MAY 2019)

META HIGH SCHOOL

Mbeya, TANZANIA

Advanced Certificate of Secondary Education Examination

(NOVEMBER 2016)

UYOLE SECONDARY SCHOOL CENTER

Mbeya, TANZANIA.

Certificate Of Secondary Education Examination

(NOVEMBER 2014)

MPONJA SECONDARY SCHOOL

Mbeya, TANZANIA

Certificate Of Secondary Education Examination

(SEPTEMBER 2009)

MWANYANJE PRIMARY SCHOOL

Mbeya, TANZANIA

Certificated Of Primary Education Examination

LANGUAGES

Swahili: VERY GOOD

English: GOOD

REFEREES

NAME	ORGANIZATION	TITLE	MOBILE	EMAIL
MICHAEL GILSON GODWIN	TANZANIA REVENUE AUTHORITY	TAX OFFICER	0752220 150	<i>michaelforgod@yahoo.com</i>
EMMANUEL MPONDA	THE PRINCE ROYAL CO LTD	DIRECTOR	0655936 447	<i>emmanuelmponda99@gmail.com</i>
EMMA MASSAO	GROUP 4 SECURITY COMPANY LTD	ACCOUNT ANT	0746998 591	<i>massaoemma@gmail.com</i>

DECLARATION

I declare that the information provided is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.

