

## CURRICULUM VITAE (CV)

Empowering People, Driving Success: Your Partner in Building a Thriving Workplace Streamlining Operations: Elevating Efficiency and Excellence in Administration!

### PERSONAL PARTICULARS

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### ACADEMIC QUALIFICATION AND CAREER DEVELOPMENT

◆ Bachelor of Human Resource Management (BHRM)

Open University

07/2020

◆ Postgraduate Diploma In Accountancy (PGDA)

Institute of Accountancy Arusha

03/2022

◆ Certificate in Computing & Information technology

University of Dodoma (UDOM)

06/2023

◆ Certificate in Data Entry and Office Automation.

Suryanash Computer Education

12/2023

### WORK EXPERIENCE :

1. Practical Training at Tanzania Revenue Authority (TRA) 📍 Dar es salaam from (01.09.2019 -2022)

- ✓ Preparing tax returns for individuals, businesses, or other entities.
- ✓ Ensuring compliance with federal, state, and local tax regulations (depending on your jurisdiction).
- ✓ Handling corporate tax filings includes income tax, VAT/GST, sales tax, payroll taxes.
- ✓ Advising clients or your organization on tax-saving opportunities, such as tax credits, deductions, and investment planning.
- ✓ Structuring transactions tax-efficiently includes mergers and acquisitions and cross-border transactions.
- ✓ Overseeing the timely processing of payments, both receivables and payable.
- ✓ Ensuring that all transactions are accurately recorded, and bank statements are reconciled with the company's general ledger.

## **2. Operations Executive at Mstj Traders (T) Limited**

**(09.01.2023 to 19.05.2024)**

- ✓ Managing day-to-day port operations, ensuring efficient cargo handling and vessel turnaround
- ✓ Collaborating with shipping lines, freight forwarders, and customs to streamline logistic processes.
- ✓ Ensuring adherence to safety regulations, environmental policies, and international maritime laws.
- ✓ Building and maintaining relationships with port authorities, shipping companies, and local businesses.
- ✓ Leading teams and managing a diverse workforce in a high-pressure environment.
- ✓ Addressing operational challenges quickly and effectively.
- ✓ Collaborating with shipping companies, freight forwarders, customs brokers, and transporters to ensure timely and cost-effective delivery
- ✓ Implementing best practices for inventory management, order fulfillment, and transport planning to reduce costs and improve efficiency.
- ✓ Leveraging data to forecast demand and plan for future imports and exports, adjusting operations as needed.

## **3. Head of human Resources and Operation Manager Seahan's Marine Services LTD Dar es-salaam (part time job )**

**from (January , 2020 to Current ).**

- ✓ ensuring all transactions, especially for investments or inter-company dealings, are reconciled with appropriate accounts.
- ✓ Verifying the completeness and accuracy of transaction records, such as payments and receipts.

- ✓ Handling the clearing and settlement of securities, stocks, bonds, and other financial instruments.
  - ✓ Ensuring that the appropriate clearinghouse or settlement entity is used and that the trades are settled on time.
  - ✓ interpreting financial data, identifying trends, and making recommendations
  - ✓ Ongoing management of payments and receipts, ensuring smooth financial transactions.
  - ✓ Optimizing container loading/unloading operations, including managing container yards, warehouses, and storage facilities at the port.
  - ✓ Ensuring compliance with international trade agreements, such as East African Community (EAC) protocols or COMESA (Common Market for Eastern and Southern Africa) trade regulations.
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- ✓ Understanding and utilizing HR information systems ( HRIS) and other technology tools to streamline processes and improve efficiency.

#### **4. Project Manager and Tender Executive Project Daybreak Company -united states Remote contract based ) June 2024**

The following functions were performed and achievement noted:

- ✓ Implemented training programs that improved team competency in Reviewing, leading to enhanced project delivery.
- ✓ Development of sustainable ethics promotion and monitoring programs;
- ✓ Established and maintained communication resulting in improved transparent project objectives.
- ✓ Implementing new methodologies or tools that streamline project efficiency, or enhance team collaboration
- ✓ Managed the end-to-end tendering process for 150 projects, resulting in a 60%-win
- ✓ Conducted market research to identify potential clients and opportunities, contributing to strategic bidding initiatives.

#### **SEMINARS AND WORKSHOPS ATTENDED:**

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- Global education Conference: Teaching and Learning Environment improvement Inclusive education: Global perspective Dodoma october 2019 .
  - Corporate and Ethics Management Course. (OSHA) Risk and compliance-management Framework development, May,2021.Dar es-salaam
  - Basic Computer Application Course, IDM - Udom 2022
  - Audit International -Bagamoyo 18,november 2023

#### **LANGUAGE PROFICIENCY:**

- ❖ Fluent in English and Kiswahili.

#### **REFEREES:**

i. Mr. Baraka Lihendeko The Executive Manager,TRA P.O.Box1923, Zanzibar Phone:+255 676 793 975

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