

CURRICULUM VITAE (CV)

Personal particulars

FULL NAME: Silas Stanley Msuya

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Professional Summary

Dedicated and proactive individual with strong foundation in financial analysis and data management; brings problem-solving abilities and excellent organizational skills to role. Proficient in using accounting software and managing financial records, ensuring precision and compliance with accounting standards. Ready to contribute to process improvements and financial accuracy in role.

Driven individual with strong analytical skills and proficiency in financial software, coupled with solid understanding of accounting principles and attention to detail. Demonstrates excellent communication and organizational abilities, essential for supporting financial operations and team collaboration. Capable of streamlining processes and contributing to company's financial accuracy and efficiency.

Core strengths

- Client Relationship management
- Financial reporting
- Budget management
- Cash flow forecasting
- Debt recovery
- Excel proficiency
- Sage software knowledge
- Invoice processing
- Reconciliation expertise
- Accounts receivable handling
- Accounts payable management
- Auditing techniques
- QuickBooks usage
- Petty cash control
- Branch operation
- Cash management
- Sales and Marketing
- Customer Services
- Products cross selling

- Basic tally certificate
- Identifying damaged, mutilated, altered and counterfeit money that is not legal tender.
- Attention to detail and ability to work in a pressurized time sensitive environment.
- Establishes rapport and forges strong, sustainable relationship at all levels.
- The ability to work within a team and capable of working under own initiative.
- Can communicate effectively and professionally with customers and other team members
- Able to speak in a relaxed and sociable manner to customers from all walks of life.

Career Summary

Dates June 2019 – Present Position Bank Teller, NIC bank – NCBA Bank Limited

Description of responsibilities

- Ensure that the items cashed have been appropriately approved as per written down procedures.
- Informing customers about bank products and services.
- Maintaining and balancing cash drawers and reconciling discrepancies.
- Keeping a clean, organized work area and a professional appearance.
- Handling currency, transactions, and confidential information in a responsible manner.
- Following all bank financial and security regulations and procedures.
- Assisting customers with processing transactions, such as deposits, withdrawals, or payments, resolving complaints or account discrepancies, and answering questions

Dates May 2018-January 2019 Position Assistant Accountant WORLDWIDE COMMODITIES

Description of responsibilities

- Supported accounts payable activities to ensure accuracy and timeliness of invoice creation and entry, streamlining workflow.
- Regularly maintained detailed reconciliations of all balance sheet accounts, ensuring compliance with company policies.
- Developed and maintained financial reports to clearly communicate actual results, forecasted performance, and variances to plan, aiding strategic planning.
- Assisted senior accountants in preparation of monthly and yearly closings, improving process efficiency.
- Prepared accounting related entries to numerous registers, journals and logs, enhancing data accuracy.

- Created financial statements for internal and external audit purposes thereby promoting transparency.
- Provided detailed analyses and explanations of all transactions for decision making procedures.
- Cooperated with the team on annual forecasting efforts to provide accurate predictions.
- Managed documentation thoroughly to ensure system was updated and functional for audit checks.
- Demonstrated understanding of complex accounting concepts for training new employees effectively.
- Reduced discrepancies by conducting monthly reconciliation between bank and company records.
- Ensured accurate reporting by following up on bank reconciliations promptly when required.
- Prepared financial reports for meetings, facilitating informed discussions about the firm's fiscal health.
- Worked closely with the auditing team during yearly audits to guarantee full cooperation from accounting department.

Dates January 2017 May 2018 Position Assistant Accountant Huruma AIDS Concern and Care

Description of responsibilities

- Collaborate with Financial Managers and other team members to successfully execute various accounting tasks.
- Maintain company ledgers and daily financial transactions.
- Create financial documents such as bills, invoices, pay-orders, payables, receivables and purchase orders.
- Identify discrepancies in ledgers and accounts, tracking them to the source and correcting them.
- Manage payroll activities and release salaries.
- Coordinate and manage payment and billing details of external service providers, contractors and vendors.
- Verify payments and deposits made through the company account and coordinate with the bank.
- Create daily reports for management and team members.

Educational Qualification ACADEMIC PROFILE

- 2013 – 2016: Bachelor of business Administration in Accounting with Education. University of Arusha.
- 2011 – 2013: Advance certificate of secondary Education Examination Morogoro high school

- 2007 – 2010: Certificate of Secondary Education Examination Morogoro Secondary School in Morogoro
- 2000 – 2006: Certificate of Primary School Bungo Primary School

REFEREES

January Hassan

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