

CURRICULUM VITAE

JUSTIN WILLIAM BIHENDO

Address: Kinondoni- Dar es salaam , Tanzania

| Mobile: +255 782822183 /672854603. **| Email:** justinebihendo6@gmail.com

PROFESSIONAL PROFILE:

Experienced and detail-oriented Accountancy professional with expertise in financial management, reporting, and compliance. Proficient in preparing financial statements, budgeting, forecasting, and ensuring tax compliance, with strong skills in accounting software and industry regulations. Known for analytical abilities, attention to detail, and the capacity to collaborate effectively with teams to drive financial success. Committed to upholding high standards of integrity and delivering accurate, reliable financial solutions.

EDUCATIONAL BACKGROUND:

| Education | Institution | Awards | Year |
|----------------------|--|--|------------------|
| Degree Level | Tanzania Institute of Accountancy | Bachelor Degree of Accountancy Certificate | 2018–2021 |
| Diploma level | Tanzania Institute of Accountancy | Diploma Certificate of Accountancy | 2017 - 2018 |
| Certificate level | Tanzania Institute of Accountancy | Certificate of Accountancy | 2016 - 2017 |
| Ordinary level | Boko Secondary School | Certificate of Secondary Education | 2012-2015 |

PROFESSIONAL EXPERIENCE:

MASASI DISTRICT COUNCIL – ACCOUNTANT OFFICER

P.O.Box 447, Masasi-Mtwara

April 2021- October 2021

Responsibilities and Achievements:

- Processed payments for vendors, salaries, and service providers with 100% accuracy, ensuring timely transactions and proper documentation.
- Managed and reconciled monthly financial records, achieving 98% accuracy in ledger and bank reconciliations.
- Coordinated vendor payments and maintained a 100% on-time payment record, resolving billing issues promptly.
- Monitored and tracked district expenditures, helping reduce costs by 10% through careful budgeting and expense tracking.
- Prepared and presented accurate financial reports, ensuring with regulatory and auditing standards.

WORKERS' COMPENSATION FUND(WCF)- ACCOUNTANT OFFICER

P.O.Box 79655, Dar es Salaam.

June 2017 – October 2017

Responsibilities and Achievements:

- Prepared financial reports on the fund's income, expenses, and performance, ensuring 100% accuracy in reporting to help stakeholders make informed decisions.
- Calculated and invoiced employer premiums based on industry and claims data, achieving 98% accuracy in invoicing and reducing discrepancies.
- Managed and tracked workers' compensation claims, ensuring 100% accurate payouts for medical and wage replacement, with no delayed or incorrect payments.
- Helped determine fund reserves and managed investments, ensuring financial stability by maintaining an appropriate reserve ratio and optimizing returns on investments by 15% annually.
- Ensured compliance with laws and regulations, preparing reports for regulatory bodies, achieving 100% compliance during audits and inspections.
- Supported audits by providing financial data and maintaining internal controls, contributing to successful audits with no major findings.
- Assisted in budgeting and forecasting the fund's income and expenses, maintaining 95% accuracy in projections and managing expenses within budget.

LANGUAGE SKILLS:

- Proficiency in Swahili and English languages (Oral and written)

SOFT SKILLS:

- Customer Relationship Management
- Leadership, management and team building skills
- Problem Solving Skills
- Communication skills
- Time management skills
- Project management skills

TECHNICAL SKILLS:

- Computer Application (i.e. Ms Word, Excel, Internet and Outlook)

REFERENCE:

| Full Name | Designation | Institution/Company | Contact |
|--------------------------|---------------------------|---------------------------------|--|
| Vicent Stephano | Senior Compliance Officer | Workers Compensation Fund (WCF) | P.O.BOX 79655, Dar es Salaam. Mobile phone: +255737344015 vicentmanko@gmail.com |
| Evarist Shija Kitindi | Engineer | Self Employed | P. O.BOX 70226, Dar es Salaam. Mobile phone: +25554529759 Everistmasele@gmail.com |
| Minza Magdalena Mgengeli | Accounts Officer | Workers Compensation Fund (WCF) | P.O.BOX 79655, Dar es Salaam. Mobile: +255 737344078 |

DECLARATION:

I, **Justin William Bihendo**, declare that the particulars given here are true, complete and correct to the best of my knowledge.