





CALVIN M. MUSHI

FINANCE MANAGER

CONTACT

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 www.linkedin.com/in/calvin-m-87a389105/
 Mbezi Beach, Dar es salaam, Tanzania

SKILLS

Financial Reporting
Financial analysis
External auditing
Taxation
Compliance
Accounting standard - IFRS & IAS

EDUCATION

CPA (T) – Pursuing currently
Bachelor of Commerce in Accounting
University of Dar es salaam
2012-2015
Accounting, Finance, Taxation & Auditing

Advanced Secondary School
Galanos High School
2010-2012
Economics, Commerce & Accounting

LANGUAGES

English 
Swahili 

PROFILE

Goal-Oriented Finance, Accounting, Taxation and Administration Specialist with 8+ Years in Accounting, Finance, Administration. Possess strong experience in budgeting, Auditing, Compliance, Taxation, Financial reports and Cash flow, seeking to leverage skills and experience into Managerial Finance, Administration, and Accounting roles.

WORK EXPERIENCE

Finance Manager

ZIOTIO UN LIMITED (TRI Group)

April 2023 - Up to date

- Lead the financial management (accounting, budgeting, reporting and treasury) of our Tanzanian entity with proven knowledge of the Tanzanian tax code.
- Document financial transactions, ensure all financial records and statements are in line with laws, regulations, and generally accepted accounting principles.
- Be in charge of our payments processes and execution including tracking accounts receivables and payables.
- Plan, develop strategies, and guide the team in all phases of an audit engagement.
- Manage overall quarterly investor reporting (financial and non-financial).
- Support with fundraising activities (financial model & forecast, maintenance of data room, investor Q&A).
- Document financial processes (where needed); and, streamline /automate financial processes whenever possible.

Finance Manager

POWER PROVIDERS COMPANY LIMITED

October 2021 - April 2023

- Established monthly accounts reporting systems (AR, AP, Stock, Tax Liability, Budget variance analysis, Key reporting ratios and Cash flow)
- Monthly Payroll presentation
- Managed VAT return monthly with clearly apportioned rate and amount.
- Developed annual budget for easy management of monthly expenses and tracking variance
- Manage the performance of external auditors.
- Developed and presented financial management strategies to further profitability and financial stability.
- Preparation of company's financial statements and present Calculation of Income tax for the financial year.
- Do tax health check Quarterly (Stamp duty, Withholding tax, City Service Levy, Corporate Tax, Environment levy, PAYE, SDL, NSSF, WCF etc)
- Keep updated with current tax legislation updates.
- Coordinate tax audits with TRA.

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GAINED EXPERTISE

- Microsoft applications such as Outlook, Word, Excel, PowerPoint
- Accounting packages such as QuickBooks, Tally, T24, SAP ERP, XERO, SAGE PASTEL, Navision, Etc.
- Reporting Skills
- Administration skills
- Analytical skills-numerical competence, accuracy and analysis skills and critical thinking ability.
- Communication/interpersonal skills-problem solving, trainable, committed, positive motivation and Swahili and English fluency
- Details Oriented Skills-Time management, attention to details
- Information Technology skills-Microsoft Applications and QuickBooks etc
- Organizational/Business Skills

INDUSTRY EXPERIENCE

- Electric Mobility
- Off-Grid
- Renewable energy
- FMCG
- Automotive
- Clean Energy
- Banking & financial services
- Internet Of Things (IoT)

WORK EXPERIENCE

Finance and Administration executive

Laiki Technology limited (Afritrack)

April 2019-October 2021

a) Accounting tasks

- Assist with annual budgets – mainly OPEX
- Ensuring accurate and timely monthly and annual report and Coordinate monthly closing process and reconciliation of general ledger accounts
- Tax administration, by ensuring proper management of all tax obligations (VAT, Withholding taxes, Income Tax, PAYE/SDL, Stamp Duty, City Service Levy)
- Coordinating preparation and review of bank reconciliations
- To advise management on all aspects of accounting, tax, insurance and human resource management
- Reconcile accounts payable and receivable ledgers.
- Managing petty cash – payments, reporting, safe keeping and replenishment.
- Verifying all payments to ensure proper supporting documentation and audit trail.
- Monitor the liquidity and working capital of the company.
- Fixed Asset Register Management
- Account receivable reports monthly

b) Procurement and Stock management.

- Raising requisitions for the procurement of goods and services.
- Stock taking, spot check, and stock control are done appropriately
- Issuing inventory as per company policy
- Negotiate with vendors for better prices and credit facility
- Handle and coordinate importation of stocks, and liaise with clearing agents
- Develop proper procurement and tender procedures.

c) Administration.

- Fleet Management and Travel Services
- Facility management for proper work environment
- Administration of Insurance, Contracts Leases and Rental Agreements
- Supervision of staff and update company procedures manuals
- Asset Management

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PROFESSIONAL EXPERTISE

- Strong foundation in accounting principles, financial reporting, and analysis.
- Proficient in financial modeling, forecasting, and budgeting.
- Ability to interpret financial statements and translate complex financial data into actionable insights.
- Deep understanding of the organization's business model, industry trends, and competitive landscape.
- Ability to assess business risks and opportunities from a financial perspective.
- Strong commercial awareness, focusing on value creation and profitability.
- Excellent problem-solving and critical thinking skills.
- Adept at using data analytics tools and techniques to extract valuable insights from financial data.
- Ability to identify patterns, trends, and potential areas for improvement

REFERENCES

Vanessa Agbenyoh



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Sweetie Sulaiman



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WORK EXPERIENCE

Senior Accountant Promoted from Junior Accountant

Solar kiosk Tanzania

December 2016-April 2019

- Prepare annual financial reports and arrange an audit
- Prepare accounts for any subsidiary accounts
- Prepare quarterly management accounts
- Preparation of Annual Budget and forecasts
- Monthly bank reconciliations
- Preparation and filing of taxes, and other statutory returns, i.e. (PAYE, WHT, SDL, WCF, NSSF, HESLB) and any other income tax.
- Monthly stock count report including shrinkage reports
- Monthly VAT Report
- Cash flow report
- Manage Budget
- Account receivable reports (Collection report, aging analysis and bad debt position) monthly.
- Checking and approve the overtime and Loans for employees.
- Responsible for Asset Register Maintenance
- Prepares and makes payments (both cash and cheque payments).
- Maintain Petty cash and provide reports at the end of the week and end of the month.
- To review the billing documents / invoices / pricing etc.
- To post sales and all financial information on QuickBooks everyday
- To spool reports from QuickBooks and report to Tanzania Managing Director and directors in Berlin Germany every month or at a time of need.
- To prepare cash deposit report for Funds from Berlin and from Sales of local team
- Preparation of payroll and deal with Salary advance account immediately in accounting system
- To account all expenses to their respectively ledgers

Financial Analyst

Commercial Bank of Africa - CBA Bank

July 2015-December 2016

- Responsible for business forecasting and budget analysis working in developing proposed zone and branch budget.
- Interact with branch management to understand key operational and business challenges and work together to derive solutions.
- Conduct Monthly projections & analysis of revenues and monitoring of revenue leakages.
- Support the Head of Finance in monitoring and analyzing the financial performance of the business
- Develop financial reporting, including asset-liability management and FX reporting
- Providing timely, accurate, and detailed information to assist with internal and external audits
- Review all costs, challenge apparent overspend and suggest areas for cost reduction
- Assist with ad-hoc financial requests
- Preparation of Bank reconciliation
- Assist in Payment and Receivable monthly monitoring and analysis
- Perform any analysis related to Liquidity Management
- Preparing financial statement analysis and business management
- Reconcile all the Nostro accounts.
- Post all prepayment and accrual accounts
- Assist external audits