

ABDALLAH ALLY MHINA

CONTACT DETAILS



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Mjini Magharibi,
Unguja, Zanzibar.
TANZANIA

PERSONAL DETAILS

Surname: Mhina
First Name: Abdallah
Other Name: Ally
Date of Birth: 26 April 1996
Place of Birth: Kilimanjaro, Tanzania
Nationality: Tanzanian
Marital Status: Single

INTRODUCTION

As a graduate of Bachelor of Commerce in Accounting from the University of Dodoma with potential skills and practical experience working as Accountant for more than three years in transport and logistics industry, financial institutes, consultation and audit firm, I am looking for a progressive responsible position with challenges and advancement with my carrier in Accounts, Finance, Business Administration, Taxation and Auditing. I am a hard work and open-minded person.

ACCADEMIC BACKGROUND

2016-2019: Bachelor of Commerce in Accounting at the University of Dodoma (UDOM)
Major in Commerce, Accounting, Finance, Taxation and Management.

2014-2016: Advanced Certificate of Secondary Education at Bagamoyo Secondary School Major in Economics, Commerce, Accounting, Mathematics and General Studies

2010-2013: Certificate of Secondary Education at Northern Highlands Secondary School Major in Business Studies

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WORKING EXPERIENCE

SISI Consultants

Unguja -Zanzibar

Employee-Firm Accountant

From: Feb 2024 Up to date

Am an Accountant for both firms, SISI Consultants- Accounts and Tax compliance firm, MZH Associates- Auditing Firm and Law Bridge- Law firms.

Duties and Responsibilities.

- Handling petty cash of both firms, paying bills and records to petty cash book and maintaining all supporting documents.
- Generating quotations, tax invoices and electronic receipts EFD, and maintain those records.
- Follow up on payments to clients and updates their statements.
- Reconcile all banks, debtors and creditors statements for both firms.
- Updating books of accounts from source documents and maintaining books of accounts by physical posting of all accounting data in QuickBooks online as per General Professional Accounting Principles in line with accounting laws in Zanzibar and Tanzania in general for both firms and some Clients.
- Also, I act as assistant Auditor on auditing process for MZH clients, also assist compliance team on filling statutory documents with the appropriate authority.
- Monthly payroll preparation in line with the Income Tax Law requirements.
- Liaise with Tax Authorities at the time of Audit.

BRAC Tanzania Finance Ltd

- Unguja Zanzibar

Employee- Branch Accountant

From: December 2021- Feb 2024

Duties and Responsibilities.

- As a Branch accountant apart from daily duties was entitled as **SAFEGUARDING CHAMPION** responsible for all Safeguarding issues, teach others to understand, practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- To collect and deposits all cash received from loan installments either by cash, cheque or transfer, and record them to daily collection register and cash book register.

Ethics and Integrity are my values

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- Prepare the list of clients and expected cash needed for loan disbursement every day by discussing with Branch Manager and head of a program and then withdraw necessary cash from Bank for disbursement and payments.
- Ensure all the collection are deposited in the office fund and all transaction made are posted to the accounting system (Core Banking System, CBS).
- Complete daily activities in time such as disbursement process, posting, bill voucher preparation and verification, and maintain all files and Registers.
- To check the entire bill voucher of all projects properly before payment as per BRAC policy (Receiver's sign, supporting documents, movement, Amount, Approval etc)
- Update and preserve the project wise Cash book and ensure all transactions are updated/posted to CBS System and business day must be closed every day at the day ends.
- To ensure all kind of provision like Office rent, Depreciation, Bonus provision, and monthly payroll preparation.
- Maintain and control inventory, fixed assets, lease contracts,
- To prepare and submit daily and monthly report such as cash and bank reconciliation report, disbursement report, realized installment report, program PAR report.

Maxima Clearing and Forwarding Limited - Dar es salaam.

Employee- Accountant Receivable and Payable March 2020- December 2021

Duties and Responsibilities.

As Accountant receivable/payable had the following duties,

- Handling pet cash of imports, export and transport department (In and Out flows)
- Generating proforma, quotations, LPO, tax invoice and issue of EFD receipts.
- Maintaining accounts receivable files and records
- Making and updating about payments and billings such as TICTS charges, wharfage charges, exercise duties, TPA charges.
- Plan and ensure drivers have all documents for loading cargo and transport.

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- VAT and other statutory tax submission and payment such as PAYE, SDL, NSSF, NHIF, HELSB.
- Proper handling of emails, provide assistant and sale/promote company products to customers.
- Preparing weekly reports and submit to accounts in charge.
- Fuel payments, drivers' allowances payments, trucks maintenance.
- Maintaining accounting ledgers by verifying and posting account transactions to Tally system.
- Protect organization's value by keeping information confidential.

National Microfinance Bank (NMB), University Branch, Dar-Es-Salaam

Field Practical and Training - Bank Officer July 2018- October 2018

Duties and Responsibilities

- Answering questions regarding the bank products and services and providing customers with information and step by step instructions,
- Selling bank products to customers by inform and suggest new banking products,
- Attending customer and assist them with a better banking experience and deliver qualitative service to customers and building good customer relationship,
- Respond to customer's inquiries and resolve and solve customer problems and complains,
- Meet with customers to determine their needs and recommend the right loan product to help them meet their needs or goals,
- Assisting in analyzing the applicant's capability to repay loans by conducting a thorough assessment on creditworthiness,
- Assisting in calculating loanable amount and repayment amount,
- Selling bank products and services to the street and visiting places and educating the public,

OTHER SKILLS

- Computer knowledge and experience in using Microsoft office application such as Excel, Words, Outlook i.e.
- Accounting packages such as Tally, Quick book, ZOHO Books and invoice.
- TRA online system, ZRA filling system (ZIDRAS), NSSF & ZSSF System
- Core Banking Sytem (CBS).

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LANGUAGE-Am excellent on speaking, writing, reading **English and Swahili**

REFEREE

Miss JAMILA ALLY MHINA

ACCOUNT OFFICER

TANZANIA TELECOMMUNICATION (TTCL)

P.O BOX 9070

DAR ES SALAAM

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Mr. THOMAS KITOMARY

AREA ACCOUNTANT OFFICER

BRAC ZANZIBAR FINANCE LTD

UNGUJA, ZANZIBAR

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Mr PHILIP J. TOYA

FIRM MANAGER

SISI CONSULTANTS

P.O BOX 1922

MBWENI, ZANZIBAR

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REFERENCES

Certificates especially Birth certificate, O-level and A-level education certificate, University transcripts and any other relevance required documents will be provided on request.

NIDA: 19960426-25312-00007-23
DRIVING LICENCE NO: 4004758760