

JACKSON SILAYO

Accountant | Finance Officer | Procurement Officer
Dar es Salaam – Tanzania | jacksonprosper0120@gmail.com
Phone: +255 711 951 301 | +255 764 009 679

PROFESSIONAL SUMMARY

Results-driven accounting and transport finance professional with expertise in procurement and financial operations. Demonstrated ability to manage complex procurement processes and ensure regulatory compliance. Strong background in accounting software and financial analysis, with particular focus on transportation sector requirements.

CORE COMPETENCIES

- Financial Analysis and Reporting
- Procurement Strategy Development
- Supply Chain Optimization
- Risk Management
- Team Leadership
- Regulatory Compliance
- Contract Negotiation
- Budget Management
- Vendor Relations
- Cost Control and Reduction

EDUCATION

Bachelor's Degree in Accounting and Transport Finance <i>National Institute of Transport - NIT</i>	2020 – 2023
Advanced Certificate of Secondary Education <i>Mwika Secondary School</i>	2018 – 2020
Certificate of Secondary Education <i>Kisuluni Secondary School</i>	2014 – 2017

TRAINING AND PROFESSIONAL DEVELOPMENT

Professional Training on Accounting Packages - Comprehensive training on modern accounting software applications - Advanced financial reporting and analysis techniques - Integration of accounting systems with procurement processes	2023
Military Service (JKT) - Developed leadership and discipline skills - Enhanced team collaboration abilities - Strengthened problem-solving capabilities	2020

WORK EXPERIENCE

Procurement Officer

Aug 2023 to Present

AKO GROUP LIMITED | Dar es Salaam, Tanzania

- Develop and implement comprehensive procurement strategies aligned with company objectives and industry best practices
- Conduct detailed market analysis and maintain relationships with key suppliers to ensure competitive pricing and optimal terms
- Manage end-to-end procurement procedures, including purchase orders, delivery scheduling, and supplier performance evaluation
- Execute monthly price reviews and cost analysis to optimize procurement spending
- Implement risk management strategies in supply chain operations
- Coordinate with finance department to ensure accurate budget allocation and expense tracking
- To capture invoices, payment vouchers and credit memos in the expenditure accounting system.
- To prepare monthly expenditure reports and supporting schedules
- Negotiate contracts and terms with suppliers to achieve cost savings while maintaining quality standards

Trainee Accountant & Tax Officer

2023

TANZANIA REVENUE AUTHORITY | Kilimanjaro - Himo Tax Centre

- Gained hands-on experience in tax administration and revenue collection procedures
- Assisted in tax assessment and compliance verification
- Participated in taxpayer education initiatives
- Developed understanding of taxation frameworks in transportation and logistics sectors

SKILLS

• **Hard Skills:** Transportation Finance Principles, Supply Chain Management, Procurement Procedures, Tax Compliance and Reporting, Financial Risk Assessment, Budget Management, Cost Analysis and Control.

• **Soft skills:** Adaptability and Flexibility, Team work and Self motivated, Problem solving and Communication, Leadership

• **Financial & Accounting Software**

- Odoo ERP System, QuickBooks, Tally ERP
- Advanced Excel (Financial Modeling, Pivot Tables, VLOOKUPS)
- TRA Taxpayer Portal

• **Microsoft tools:** Word, Excel, PowerPoint

HOBBIES AND INTERESTS

Community involvement and Volunteering, Reading and writing, Travelling, and Doing Sports.

LANGUAGE: Swahili (Fluent – Native Proficiency)
English (Working Proficiency)

NATIONALITY: Tanzanian

REFEREES

1. Mr. Issaya Laizer

Position: District Manager

Organization: Tanzania Revenue Authority

Location: Mwanga District Office

P.O. BOX 45, Mwanga

Mobile: +255 764 296 543

Email: issaya.jacob@tra.go.tz

2. Mr. Babul Samal

Position: Chief Accountant

Organization: SF Group of Companies

Location: Airtel House, 3rd Floor, corner of

A.H Mwinyi Road &, Kawawa Rd, Dar es Salaam

Dar es Salaam

Mobile: 0758467672

Email: bsamal@sfgroup.co.tz

3. Hafidhu Kamugisha

Position: Tax Management Officer

Organization: HIMO TRA Office

Location: Moshi

P.O. Box 1124 , Moshi

Mobile: 071 765 6505

Email: [hkanugisha@tra.go.tz](mailto:hkamugisha@tra.go.tz)



Certificate of Secondary Education

This is to certify that **JACKSON PROSPA SILAYO**

Index No. **S2134-0046**

sat for the Certificate of Secondary Education Examination

at **KISULUNI SECONDARY SCHOOL**

in **NOVEMBER 2017** and qualified for the award of a

CERTIFICATE OF SECONDARY EDUCATION

in Division **THREE**

after attaining the following performance:-



Subject

CIVICS
HISTORY
GEOGRAPHY
KISWAHILI
ENGLISH LANGUAGE
LITERATURE IN ENGLISH
PHYSICS
CHEMISTRY
BIOLOGY
BASIC MATHEMATICS

Grade

D (PASS)
D (PASS)
C (PASS)
C (PASS)
D (PASS)
D (PASS)
F (FAIL)
F (FAIL)
D (PASS)
C (PASS)


Certified as True Copy of the Original
Alfred Octavian Lyaruu
Advocate, Notary Public & Commissioner
for Oaths
Sign: 
Date: **27/03/2024**



Chairperson





Executive Secretary

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CS17 000158011



Advanced Certificate of Secondary Education

This is to certify that JACKSON PROSPA SILAYO

Index No. S0782-0610

sat for the Advanced Certificate of Secondary Education Examination

at MWIKA SECONDARY SCHOOL

in JUNE 2020 and qualified for the award of an

ADVANCED CERTIFICATE OF SECONDARY EDUCATION

in Division THREE

after attaining the following performance:-

Subject

Grade

GENERAL STUDIES

E (PASS)

GEOGRAPHY

D (PASS)

ADVANCED MATHEMATICS

E (PASS)

ECONOMICS

D (PASS)


Certified as True Copy of the Original
Alfred Octavian Lyaruu
Advocate, Notary Public & Commissioner
for Oaths
Sign: 
Date: 27/05/2024

Chairperson



Executive Secretary



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ACB20009029

THE UNITED REPUBLIC OF TANZANIA

NATIONAL INSTITUTE OF TRANSPORT




NATIONAL TECHNICAL AWARD (NTA)

It is hereby certified that


JACKSON PROSPA SILAYO

Registration No: NIT/BATF/2020/1165
of*National Institute of Transport*

has been awarded a

*Bachelor's Degree in Accounting
and Transport Finance*after having fulfilled all the requirements for NTA Level 8
at the level of **LOWER SECOND CLASS**Issued on this 15th day of December in the year 2023
Chairperson
Governing Council

Certified as True Copy of the Original
Alfred Octavian Lyaruu
Advocate, Notary Public & Commissioner
for Oaths
Sign: 
Date: 27/03/2024


Rector

JESHI LA KUJENGA TAIFA



Certified as True Copy of the Original
Alfred Octavian Lyaruu
Advocate, Notary Public & Commissioner
for Oaths
Sign: [Signature]
Date: 27/07/2024



Na. 426734

TANZANIA

Hati ya Ujenzi wa Taifa Mujibu wa Sheria

Hii ni kuthibitisha kwamba

Namba.....BA 5696.....Cheo.....SM.....

Jina kamili.....JACKSON PROSPA SILAYO.....

Kutoka Wilaya ya...MOSHI (V).....Mkoa wa KILIMANJARO.....

amelitumikia Taifa katika Jeshi la Kujenga Taifa

Operesheni.....UCHUMI WA KATI.....

kuanzia tarehe.....03 JUL 20.....hadi tarehe..25 SEP..20.....Akiwa

katika kikosi cha.....838 KJ.....Amefanya Mafunzo ya awali

ya Ulinzi na Usalama pamoja na Mafunzo ya awali kuhusu

UZALISHAJI MALI

Uhodari wa Kazi Daraja....."B".....Tabia Daraja....."B".....

Tarehe.....10 SEP..20.....



[Signature]

(CM Mbuge hcds)

Meja Jenerali

Mkuu wa Jeshi la Kujenga Taifa

Makao Makuu
Jeshi la Kujenga Taifa
Sanduku la Posta 2963
DODOMA



SUYOO VIJANA RESOLUTION GROUP
(Tax Advisory, Audit, And Financial Consultant group)
TIN -123-190-122 :Reg – 492151:NBAA/TPGG/315
P.O.BOX 67114 – MOROGORO - TANZANIA



CERTIFICATE OF ATTENDANCE

This is to certify that

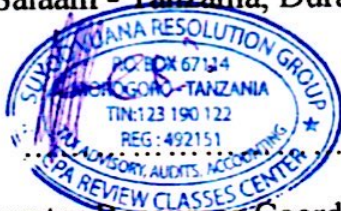
JACKSON PROSPA SILAYO

Has successful completed Professional Training on Accounting Packages
(Software) that covered.

- ▶ TALLY ERP 9
- ▶ QUICK BOOK SYSTEM
- ▶ ADVANCED EXCEL
- ▶ TAXPAYER PORTAL



The Program was conducted at National Institute of Transport (NIT), Dar Es Salaam - Tanzania, Duration of One Week from March 25 to April 02, 2023.



Country Resources Coordinator

