

AYOUB PAULO IGANJA
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PROFESSIONAL SUMMARY

Experienced accountant with 9 years in accounting and operations in manufacturing industries, poultry industry and tourism industry, worked in fast paced environments and with high volume of transactions and delivered to the best ratings. Skilled in financial and management reporting, analysis, regulatory compliance (taxation), receivables, payables and inventory management. Proficient in accounting softwares, and with strong communication skills (verbal/written). Self-motivated and versatile and inclined to work in other industries and with people of different backgrounds.

EXPERIENCE:

March 2024-Todate

Financial Accountant-Grumeti Expeditions T Limited (Lemala Group)

- ✓ Timely and accurately prepared month end reports, financial reports (Trial Balance, Income statement, SOFP and Cashflow) and enabled decision-making process
- ✓ Updated Fixed assets Register (FAR), ensured additions are fully supported with documents and depreciation processed accurately
- ✓ Managed company's liquidity position through management of accounts payables, receivables and inventory
- ✓ Liaised with company stakeholders, suppliers, receivables, banks, insurance companies, TRA to ensure stable operations and relationships
- ✓ Maintained tax compliance, audits and financial laws, through proper documentation and recording
- ✓ Updated Financial Discipline Report (FDR) and ensured all balance sheet items were supported with schedules and documents (Reconciliation and supporting Balance sheet items)
- ✓ Managed payable, receivable teams through reviewing and posting their works to ensure accuracy and consistent reporting
- ✓ Prepared Accruals and prepayment and amortization reports/schedules for consistent reporting in each cut off period
- ✓ Ensured compliance with statutory payments (PAYE, VAT, Corporate) and responding to other TRA Notice of tax Audits
- ✓ Managed other payroll expenses/payments such as NSSF, WCF and HESLB are calculated, posted and timely paid

March 2022-February 2024 (2 years Contract)

Senior Accountant-Frostan Limited

Achievements:

- ✓ Designed comprehensive internal controls for managing cash, inventories, sales & procurement, reduced losses and wastages and met budget's KPIs
- ✓ Delivered timely, accurate and insightful financial statements and management reports and ad-hoc analyses that significantly improved decision-making.
- ✓ Enhanced cost capturing processes through team training and management that resulted to accurate costs allocation per cost centers and correct general ledger
- ✓ Created monthly cash flow forecast report, for liquidity assessment and operational efficiency in the future
- ✓ Strengthened tax documentation and accounting records (complete filing), ensuring compliance and streamlined record-keeping.
- ✓ Optimized tax position ensuring company's purchases invoices carried company's details hence in position to claim for input taxes
- ✓ Cultivated strong relationships with suppliers through contract management, resulting in smooth payments and zero complaints.
- ✓ Achieved full compliance with tax legislation and regulations (e.g., Filing statutory returns (NSSF, WCF, NHIF) and TRA returns (PAYE, SDL, VAT, WHT and Annual returns) on time, avoided penalties and enhancing the company's image.
- ✓ Conducted reconciliation of accounts payables, receivables, payroll journals and other General ledger accounts, resulted in accurate balances and proper presentation
- ✓ Managed prepayments, provisions, and deferred revenue schedules, enabling consistent and error-free monthly reporting.
- ✓ Enhanced liquidity by efficiently managing cash, imprests, inventories, receivables, and payables, striving for a favorable Cash Conversion Cycle
- ✓ Approved payments and initiated online payments including payroll batches and ensured correct payment supported with approvals and invoices

Dec 2018-Feb 2022

Accounts Receivable Accountant-Silverlands Tanzania Limited

Achievements:

- ✓ Increased collections from TZS 600 million (2018) to TZS 1 billion - 1.4 billion (2022) through timely invoicing, reconciling debtors accounts, managing stock and strict collection strategies
- ✓ Managed actual expenses against approved budget and reported performance
- ✓ Effectively managed inventory through stock takings, transfers, provision, and surprise checks, reduced losses of inventory and increased accountability
- ✓ Conducted targeted training for sales teams and accounts clerks, ensuring policy adherence.
- ✓ Ensured accurate reconciliation of sales ledger against TRA-reported receipts (z report).
- ✓ Implemented a streamlined inventory coding system, enhancing reconciliation and reducing fraud.

Dec 2015-Nov 2018

Accountant-Pyrethrum Company of Tanzania

Duties carried:

- ✓ Posted accounting transactions (invoices, receipts and payment vouchers)
- ✓ Reconciled banks accounts and ensured petty cash counting was made and filed
- ✓ Updated and reconciled prepayment and amortization schedules, ensuring accurate postings
- ✓ Contributed to the preparation of financial reports and management reports and performance analyses.
- ✓ Liaised with Auditors and provided answers, documents, workings and ensured audit was a success
- ✓ Maintained documentation both in hard copies and soft copies in a manner that was friendly for referencing
- ✓ Conducted internal audits to ensure proper utilization of company-provided funds for purchasing pyrethrum flowers
- ✓ Skillfully reconciled accounts payable, accounts receivable, and related general ledger entries by processing invoices, receipts, debit/credit note
- ✓ Timely preparation of payroll and filing of statutory returns such as NSSF, WCF, NHIF and other TRA returns (PAYE, SDL & WHT), enhanced compliance.
- ✓ Ensured accurate maintenance of project and financial documentation for future reference and audits.

EDUCATION:

CPA (In Progress) –Final stage

2012-2015: Bachelor of Commerce in Accounting, University of Dar es Salaam

2010-2012: Advanced Certificate of Secondary Education, Umbwe Sec. School

2006-2009: Certificate of Secondary Education, Kitangiri Secondary School

SKILLS

- ✓ Financial Analysis and Reporting
- ✓ Budgeting and Forecasting
- ✓ Accounts Payable and Receivable Management
- ✓ Processes Improvement, Leadership and team management
- ✓ Accounting Software Proficiency (e.g., Sage, QuickBooks, Palladium, Xero)
- ✓ Advanced Microsoft Excel and Data Analysis skills (Sumifs, Lookups, Pivot Tables)
- ✓ Communication and Interpersonal Skills

REFEREES:

ALBERT BARARATA CPA (T)

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GOODLUCK KWAYU CPA (T)

Managing Director-RIJK ZWAAN Q-SEM LTD (Now)

Finance Manager- Pyrethrum Company of Tanzania Ltd (Then)

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