

Mira Manu Solanki

Dar Es Salaam, Tanzania.
Nationality: Tanzanian, DoB: 02 May 1993
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OBJECTIVE

Use my experience and knowledge in the company's growth and development. Exploration in world of business knowledge. I am keen to learn and contribute with team based environment also consistent using my ingenuity to develop effective solutions with an active & dynamic approach to work as an individual but also as a team by getting task done with efficiently and on time. My past proven track records of excellent work & organizational success have made me an Asset to the organization for 8 years.

PERSONAL STATEMENT

Hard work, self-motivated and self-oriented, Record Breaker

EDUCATION

2012-2013 Advance Diploma in business administration [NCC EDUCATION]
Power Computer Training College, Dar Es Salaam

2011-2012 Diploma in business administration [NCC EDUCATION]
Power Computer Training College, Dar Es salaam

2012- A Basic Tally course
Power Computer Training College, Dar Es salaam

2010- A Basic computer course
Power Computer Training College, Dar Es salaam

2007-2010 Certificate in Secondary Education [O levels]
St. Marys [Mihayo] Secondary School, Tabora

EXPERIENCE

April 2023 – March 2024: Marice Dry Cleaners Ltd, as Business Manager
[Dar Es Salaam, Tanzania]

Responsibilities

- Preparing and sending reports to Shareholders/Directors
- Supervising the activities of other workers.
- Hires, trains, and evaluates new employees.
- Ensures all company operations is on track to meet its financial goals.
- Managing and overseeing all operations of the branches
- In charge of opening new branches to expand the business
- Overseeing the company financials prepared by the accountant
- Ensuring all daily operational entries are posted in the system
- Ensuring monthly stock checks are done accordingly
- Analyzed market trends & competitive landscape to identify new business opportunities.
- Developing sales forecast & budgeting to align with company goals & targets.

August 2020 - March 2023: Cape Town Fish Market [Smc-Pvt] Ltd as Accountant [Zanzibar]
Responsibilities

- Statutory payments-ZSSF, PAYE, SDL, ZRB, VAT and preparing other government documents.
- Banking, reconciliation and POS Machine settlement.
- Preparing supplier agreement documents and Customer invoices.
- Preparing payments by verifying documentation and requesting statements.
- Preparing and sending reports to Shareholders.

August 2018 - June 2020: Food Lovers Market [Simply Fresh Tanzania Ltd], as Floor Manager [Dar Es Salaam]

Responsibilities

- Team leader
- Supervising and coordinating staff.
- Dealing with Wholesale and Retail Customers.
- Responsible for Calculating GP
- Successfully work to strict timelines.
- Evaluate employee performance and set goals.
- Stock-Taking.
- Costing for importation and local products
- Brand & sales marketing
- Reviewed weekly sales circulars & monitored price changes

March 2015 - May 2018: Butcher Shop Ltd, as Admin/Accountant [Dar Es Salaam]

Responsibilities

- Posting all the data in the system such as Invoicing, Credit Note, Debit Note and Payments.
- Bank Reconciliation and Banking.
- Statutory payments, NSSF, PAYE, SDL WCF and preparing other government documents.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Payroll and paying salaries.
- Prepares payments by verifying documentation, and requesting disbursements.
- Contributing team effort by accomplishing related results as needed.
- Maintains customer confidence and protects operations by keeping financial information confidential.

May 2014 - August 2014: Agrocorp [T] Ltd, as Administration [Dar Es Salaam]

Responsibilities

- Maintaining ledger and company books.
- Facing the clients & suppliers and listening to their quarries.
- Maintains financial security by following internal controls.
- Accomplishing daily activities and sending reports to Headquarters [Singapore].
- Handling and maintaining proper and orderly filing of company documents.

Internship

2012 Power Computers Telecommunication Ltd as an Accountant and CRM officer for 6 months.

ACHIEVEMENTS

- 2008-2010, A certificate for Excellent Student of Mihayo Secondary School.
- 2007-2010, A certificate for working with an anti-corruption bureau [PCCB] in Tanzania
- 2011-2013, A roll of honors certificate in recognition of the achievement in the Diploma in Business Administration

COMPUTER SKILLS

MS Office products, accounting packages [Pastel and Tally] ERPs [Symphonix, Core Support and Pilot, Quick Dry-Cleaning Software], Graphics Designing (AI, AP, AN) Canva.

INTERESTS

Reading Books [Fiction & Travel]

REFERENCES

Mr. Mihir Ladhani
Chief Account at Sea Cliff Hotel
Contact: +255752760249

Mr. Kartik Chande
Manager at Agrocorp [T] Ltd
Contact: +919769229111

Mr. Anthony Nyangode
Financial Controller at Butcher Shop Ltd
Contact: +255713488196