

CURRICULUM VITAE

❖ Personal Details

Full Names	JOHN MAJURA – SENIOR ACCUNTANT
Location	DAR ES SALAAM
Telephone	+255658282540
Nationality	Tanzanian
Language	Fluent in Speaking, reading and writing English and Swahili.
Telephone	+255658282540
Email	<u>majurajohn576@gmail.com</u>

❖ Professional profile

A self-motivated Accountant, who is able to maintain an active spreadsheet of many types of active accounts, Knowledge in monitoring accounts payable activity assisting in monitoring an aging report and developing comprehensive reports to assist management. I hold Demonstrated ability to successfully partner with other departments to achieve accounting objectives. I am looking to secure a challenging role in a growing organization like yours where I can bring fresh strategic vision and value to the business.

Core Qualifications

- Account reconciliation
- Credit management
- Balancing Accounts
- Budgeting Processes
- Payroll Accounting Financial management
- Managerial accounting
- Auditing and assurance services
- Taxation services (prepare returns and tax computations)

❖ Education and qualifications

YEAR OF STUDY	SCHOOL /COLLEGE/INSTITUTIONS	QUALIFICATIONS /AWARDS
2021-2023	National Board of Accountant and Auditors (NBAA)	CPA
2013-2016	Tanzania Institute of Accountancy (Dar Es Salaam)	Bachelor Degree in Accountancy
2011-2013	Tanzania Institute of Accountancy (Mbeya Campus)	Diploma in Accountancy
2009-2011	Sengerema Sec School	Advanced Certificate of Secondary Education
2005-2008	Morembe Day Sec School	Certificate of Secondary Education
1998-2004	Nyakato Primary School	Certificate of Primary School

❖ Career summary

JANUARY 2022: PRESENT : SELCOM PAYTECH LTD

Title: Senior Accountant.

Key Responsibilities

1. Receivable Management

- Manage the end-to-end receivable including invoicing, collection, and cash collection.
- Monitor and analyze accounts receivable aging report to identify delinquent accounts and take appropriate actions
- To collaborate with sales and customer services teams to resolve payment disputes and ensures timely collections
- Develop and implement strategies to reduce outstanding receivable and improve cashflow.

2. Compliance

- Stay up to date with relevant financial regulations, and accounting standard, and company policies.
- Conduct periodic compliance assessment to ensure adherence to regulatory requirement and internal policies.
- Identify compliance gaps or potential risk and propose corrective actions or process improvements.
- Collaborate with internal stakeholder to implement and communicate compliance policies and procedures.

3. Audit Coordination's.

- Coordinate internal and external audit activities, including planning, documentation and followup.
- Prepare and provide necessary financial data reports for audits.
- Collaborate with auditors to address inquires, provide required information's and resolve any identified issues.

4. Financial Analysis and Reporting

- Analyze Financial data, including receivable trends, Bad debts provisions and collections efficiency.
- Prepare periodic report on receivable performance, aging analysis and key metrics for management review.
- Support the Finance team in Budgeting and forecasting and financial planning activities.

5. Taxation.

- To ensure compliance and minimize tax liabilities staying updated on tax regulations and legislation.
- To prepare and submit timely and accurate tax returns, including income tax, and payroll tax.
- Ensure that VAT account and returns are properly prepared
- Ensure that tax policies which suit current need are in place
- Ensure that tax officials are attended to, and all issues raised adequately explained.

JUNE 2018: DEC 2021: COTEX INDUSTRIES, MBEZI BEACH HEAD OFFICE

Title: Senior Accountant.

Key Responsibilities

1. Organize work of the financial accounting section to process all transactions of the company

- Ensure that all payments are processed based on the proper supporting documents as per payment procedure.
- Ensure all suppliers' statements are received and reconciled on monthly basis to aid payment plans.
- Ensuring follow-up of overdue accounts at an acceptable level
- Responsible for compilation of daily/weekly & monthly reports to management
- Monitoring and updating customers' files
- Interact with internal and external clients in a professional and respectful manner

2. Management Accounting

- Budgets preparations, review and revisions
- Cost Centre Expenses Review
- Ensure all suppliers' statements are received and reconciled on monthly basis to aid payment plans.

3. Taxation

- Ensure that VAT account and returns are properly prepared
- Ensure that tax policies which suit current need are in place
- Ensure that tax officials are attended to, and all issues raised adequately explained
- Ensure that withholding tax is properly accounted for

- Manage calculation of all taxes payable by the company and posting of appropriate provisions
- Ensure corporate tax returns are filed timeously and correctly
- Ensure effective communication between Cotex industries. and tax officials/authorities

4. Statutory accounts and audits

- Prepare and support both the internal and external audit processes
- Timely resolve/implement/correct audit recommendations.

5. Compliance

- Adhering to and assist others to adhere to the company's policies and procedures, best practices and professional standards

- Assist in development of company's policies and procedures or process flows when necessary.

6. General Ledger reconciliation

- Reconciliation of all balance sheets accounts
- To perform monthly general ledger reconciliations

7. Credit Controlling

- Supervising the day-to-day functions of credit control section
- Ensure the company is always compliant to the established credit control procedures as well as best practices.
- Minimize debtors' days' sales outstanding (DSO) through pro-active collection strategies.
- Assist in working capital management strategies of the company by timeously follow-up on credit accounts and come up with aggressive collection plans.

JULY 2017 -JUNE 2018: COTEX INDUSTRIES, MTWARA

Title: Branch Accountant

Key Responsibilities

- Controlling and monitoring cost of sales
- Updating all transactions at the branch
- Record maintenance of all expenses
- Physical verification of stock and assets
- Collection and banking daily income
- Coordinating and making all statutory payments at the branch
- Preparation and submission of reports to HQ
- Reconciliation of Interbank and bank

SEPT2016 - JUNE 2017: TANZANIA BREWERIES LTD(TBL)

Title: Accountant

(Internship) Key Responsibilities

1.Compliance and Reporting

- Assist monthly closing process and reconciliation of general ledger accounts.
- Preparation of a monthly accrual table. Reconciliation between accruals posted and invoices received
- Updating the price changes and calculation of customer's bonus for the month basing on the volume sold
- Manage transactions with customers using cash register
- Assist annual financial planning and forecasting processes to produce robust plans.
- Lead the financial performance management process
- Assist to implementation of technical accounting policies and practices and enforcement of financial reporting systems and internal financial control procedures
- Responsible for Company-based team keeping financial records and performing

financial procedures (receipts, payments, petty cash, payroll)

- Track transactions on balance sheets and report any discrepancies if arise to the sales team for more clarification
- Assist the Accounting Manager on managing and monitoring the accounting service, work to develop more efficient procedures and use of resources while maintain a high level of accuracy
- Providing required support to Credit control team to ensure all postings made in SAP in relation to customers are accurate, receipting in customer accounts and where possible follow on long outstanding debts.
- Assist in resolving credit control issues, this includes analysing provision schedule, accurate

2. Liquidity and cash flow management

- Ensure all payments to suppliers are made in a timely and accurate manner
- Prepare weekly cash counts for each currency at week-end and month end, reconciling Cash balances to cashbook balances

❖ **COMPUTER SKILLS.**

- Tally ERP .
- Microsoft Dynamic Navigations
- Microsoft office application (Word, Excel, Advanced Excel and Outlook)

❖ **PERSONAL SKILLS**

- Excellent mathematics and accounting knowledge and skills
- Strong communication skills, both written and oral, and experienced proofreading and double-checking to eliminate errors.
- Experienced in all payroll-related administrative tasks and responsibilities
- Organized professional with experience multitasking effectively and without errors

Name : Aneth Sunford Urio Position : Finance Manager Company : Selcom Paytech Ltd Contacts : 0763 129 405	Name: Cleoplace Mashiku Position: Finance Manager Company: Cotex Industries Ltd Contact: 0786 497 765
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Name : Josephat Mfungo Position : Chief Accountant Company : Tanzania Breweries Ltd Contacts : 0715 986 651
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