

# JOHN WILLIAM SHAYO

## CURRICULUM VITAE (CV)

### PERSONAL INFORMATION

Date of Birth: **14TH FEBRUARY 1991**  
 Sex: **MALE**  
 Marital status: **SINGLE**  
 Nationality: **TANZANIAN**  
 Language: **FLUENTLY IN SWAHILI AND ENGLISH**

### CONTACT DETAILS

Mobile.	<b>+255 624 520 224/ +255 784 320 224</b>
E-mail.	<a href="mailto:johnnyshayo@gmail.com">johnnyshayo@gmail.com</a>
P. o Box.	<b>1193 MOSHI</b>

### EDUCATION BACKGROUND

YEAR	INSTITUTION	QUALIFICATION AWARDS
2014-2017	Moshi Co-operative University MoCU (USHIRIKA)	Bachelor degree of Arts in Accounting and Finance <b>BA-AF</b>
2012-2014	Galanos Agriculture Sec School	Advance Certificate of Secondary Education Examination <b>ACSEE</b>
2008-2011	Mlama Secondary School	Certificate of Secondary Education Examination <b>CSEE</b>
2004-2007	Vocational and Training Authority VETA	Motor Vehicles Mechanics Certificates <b>MVM</b>
1997-2003	Keni Mengeri Primary School	Certificate of Primary Education Examination <b>CPEE</b>

### TRAINING AND SHORT COURSES

<b>CPA (T)</b>	National Board of Accountancy and Auditors (NBAA) In progress. With registration No <b>41894</b>
<b>Computer Skills</b>	University of Dar es Salaam Computing Centre (UCC) ➤ Proficiency in Microsoft suite such as <b>Ms Word, Excel, Access, Internet&amp; E-mail</b>
<b>Accounting Package</b>	Moshi Co-operative university (MoCU) ➤ General knowledge in accounting software including <b>QUICK BOOK and TALLY</b>
<b>Military Training</b>	841 KJ Mafinga. ➤ <b>Military service man SM</b>
<b>Managerial Skills</b>	MoCUSMA . Managers and Accountants Training Club.
<b>Environmental Skills</b>	Mali hai Clubs of Tanzania. ➤ <b>Environmental conservation skills.</b>

**ATTRIBUTES**

- Competent in IT skills
- Research techniques skills SPSS & STATA
- Detail Oriented
- Flexibility, I can work in any given environments

**WORKING EXPERIENCE**

ORGANIZATION	<b>NGANO LIMITED</b> <i>Specialized in farming activities</i>
ADRESS	P. O BOX 208 KATESH, MANYARA
POSITION	ACCOUNTANT
DURATION	FROM 2021 TO SEPT 2024

- Compute taxes owed, prepare tax returns and ensure that taxes are paid properly and on time without delaying. (VAT, PAYE, CORPORATE TAX, WITHOLDING TAX, SDL, NSSF, WCF)
- Assess financial operations and make best-practices recommendations to management
- Suggest ways to reduce costs, enhance revenues, and improve profits
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Preparing financial documents such invoices, bills, account payable and account receivable
- Processing payments and invoices accurately and within expected time period
- Managing and preparing payroll
- Perform reconciliations of financial statements and operating information
- Entering financial information into appropriate software programs
- Reconciliations of accounts
- Analyzed monthly balance sheet accounts for corporate reporting
- Review collection reports to determine the status of collections and amount of outstanding balances
- Recording office expenditure and ensuring these expenses are in the budget
- Managing monthly budgeting tasks
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains company confidence by keeping financial information confidential.
- Collaborating with senior staff to prepare budgets and financial reports.

## WORKING EXPERIENCE

ORGANIZATION	<b>H. M ASSOCIATES</b> <b>AUDITING FIRM</b> <i>Certified public accountancy and authorized Auditors</i>
ADRESS	P.O BOX 1193 ARUSHA
POSITION	Assistant Accountant
DURATION	From 2019 to 2021

As an assistant accountant I was supporting the finance department, Accountants Auditors, and Management team by completing routine clerical and accounting tasks, preparing budget, maintaining reports and completing basic bookkeeping and accounting duties for the company.

- Examine financial statements to be sure that they are accurate and comply with laws and regulations
- Inspect account books and accounting systems for efficiency and use of accepted accounting procedures
- Substantiates financial transactions by auditing documents
- Answers accounting procedure questions by researching and interpreting accounting policy and regulation
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Reviewing computer report for its accuracy and tracing error back to their source
- Managing monthly budgeting tasks
- Preparing profit and loss sheet
- Verifying balances in account books and rectifying the discrepancies
- Quarterly VAT return preparation
- Reconciliations of accounts
- Analyzed monthly balance sheet accounts for corporate reporting
- Review collection reports to determine the status of collections and amount of outstanding balances
- Managing payroll

## ACHIEVMENT

- **Hitting Targets-** Helping the management to reach the company goal
- **Client Cultivation and retention-** Finding and keeping clients
- **Risks Mitigation-** Helping the company mitigates and avoid risks
- **Revenue generation-** helping the company to generate more revenue
- **Cost-saving measures-** helping the finance team to save the company money

### **HOBBIES&INTERESTING**

**Hobbies:** Playing and watching football, playing mind games, listening music and watching movies.

**Interest:** Travelling to different places, communicating with different groups of people, exploring new knowledge for my personal and professional development, social works and volunteering.

### **REFFEREES**

JOHN ALLEN DU RAND

***FARM MANAGER***

NGANO LIMITED-SETCHET FARM

P. O BOX 208

KATESH, MANYARA

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CPA (T) ELISHA WILILO

***BRANCH ACCOUNTANT***

HAND IN HAND EASTERN AFRICA(TZ)

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ABRAHAM WILFRED MALLYA

***HUMAN RESOURCE MANAGER***

NGANO LIMITED

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### **DECLARATION**

I declare that the information provided is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.

JOHN WILLIAM SHAYO