



Curriculum Vitae

Neema Hans Kawo

Accountant

CONTACT



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P . O B o x 2513 Iringa,
Tanzania

EDUCATION

2009 - 2010

Masters in Accounting and
Controlling

The Hague University of Applied
Sciences (Netherlands)

2001 - 2004

Bachelor of Commerce Dr.Bhim
Rhao Ambedkar University
(India)

1997 - 1999

Advanced Certificate for
Secondary Education Shinyanga
Commerce Institute (SHYCOM)

1992 - 1996

Certificate of Secondary
Education
Mruma Girls Secondary School

Career Objectives and focus

To undergo a continually learning process and practical experiences, with the ultimately goal of assuming professionally responsibilities in the field related to Accounting and/or Financial Management and the like while ensuring positive returns to the employer.

Highly skilled and detail-oriented Accountant with 18 years of experience.

Seeking a challenging position in a reputable Organisation. Adept at managing financial records, analyzing data, and providing accurate financial reports.

Committed to delivering exceptional results and contributing to the overall success of the company/Organisation.

WORK EXPERIENCE

April 2022-current

**Acting Head, Internal Audit Unit
Mkwawa University College of
Education**

- Lead the Internal Audit Unit, providing strategic direction, planning, and management of internal audit activities for the university.
- Developed and implemented a risk-based annual audit plan, ensuring coverage of key risk areas and compliance with industry best practices and regulations.

ADDITIONAL QUALIFICATIONS

2005 - 2007

National Board of Accountants and Auditors (NBAA) Award- Certified Public Accountant -CPA (T)

March 2012

National Board of Accountants and Auditors (NBAA)
Award- Associate Certified Public Accountant- ACPA (Reg. No ACPA 2110)

SHORT COURSES

2001 - 2002

Central Institute of Management (India)
Award- Diploma in Business Administration

2002- 2003

Central Institute of Management (India)
Award- Diploma in Finance Management

8-26 October, 2018

V.V.Giri National Labour Institute (India)
Theme; Enhancing Leadership Skills
Award- Certificate of Attendance

AWARDS

Scholarship from the Dutch Government to study Master Program at The Hague University, The Netherlands -2009/2010;

Scholarship from Indian Government to participate in short course training on leadership skills at V.V.Giri National Labour Institute in India;

Best worker 2014- LAPF Pensions Funds- Eastern Zone;

Best worker 2016- LAPF Pensions Funds- Dar Es Salaam Zone

- Conduct comprehensive audits of financial processes, operational activities, and compliance with internal policies and external regulations.
- Assess and evaluate internal controls, identifying weaknesses and recommending enhancements to mitigate risks and improve operational efficiency
- Prepare and present audit reports to senior management and the Audit Committee, highlighting findings, recommendations, and opportunities for improvement.
- Collaborate with external auditors during annual financial audits and provided support for audit inquiries and recommendations.
- Monitor the implementation of audit recommendations and performed follow-up reviews to ensure corrective actions were effectively implemented.
- Develop operational procedures, policies, and measures to safeguard assets and inventories
- Prepare and implement Audit Plans.
- Review and report on proper control over the receipts, custody and utilization of all financial resources and recommend on improvement of management controls.
- Develop and implement audit procedures to facilitate compliance with international standards annually
- Review and report on the reliability and integrity of financial and operation data.
- Review and report on the adequacy of controls built into computerized systems in place
- Provide advice and ensure compliance with Financial Rules, IPSAS, and other guidelines in operations.

WORK EXPERIENCE, Continue....

Feb 2020 to March- 2022

Principal Accountant

Mkwawa University College of Education

- Prepare and post all student bills in all semesters.
- Revenue (fees) reconciliation between finance department and admission office
- Revenue (students direct cost) reconciliation for all student
- Oversaw the financial operations of the university, including general ledger management, accounts payable and receivable, and financial reporting.
- Led a team of accountants, providing guidance, training, and performance evaluations to ensure accurate and timely financial deliverables.
- Prepared management reports and issue recommendations for improvement.
- Participate in preparation of periodical financial reports
- Monitor the university's annual operating budget, ensuring alignment with strategic goals and financial targets.
- Monitor Expenditure according to the budget and explain any variance if any
- Implemented and monitored internal control procedures to safeguard university assets and ensure compliance with accounting principles, policies, and regulations.
- Ensure reconciliation of subsidiary accounts with control accounts.
- Ensure that all revenue and expenditure transactions are properly accounted for and appropriately recorded and reported
- Collaborated with external auditors during the annual financial audit, ensuring timely completion and addressing audit inquiries and recommendations.

August 2018 - Feb 2020

Regional Accountant-Iringa

Public Service Social Security Fund (PSSSF)

- Supervise all accounting, finance and administrative functions at the region.
- Educate expected retirees on financial matters.
- Reconcile subsidiary benefit accounts with the General ledger.
- Provide advice and support to Manager and staff on human resources related matters
- Ensure that all revenue and expenditure transactions are properly accounted for and appropriately recorded and reported
- Checks and ensure the accuracy and completeness of payment vouchers, journal vouchers and other accounting documents
- Control and manage debtors and creditors accounts
- Coordinate and manage minor procurement items as per the requirements of Public Procurement Act
- Prepare bank reconciliation on a month basis to ensure all transactions are correctly reconciled, and make follow up with the Bank for any un-reconciled transactions.
- Managed financial operations for the region overseeing budgeting, financial reporting, and compliance activities.
- Supervised and mentored a team of accountants, providing guidance, training, and performance evaluations to ensure accurate and timely financial deliverables.
- Prepared and presented regional financial reports to senior management, highlighting key financial indicators, budget variances, and recommendations for improvement.
- Implemented and monitored internal control procedures to safeguard assets and ensure compliance with accounting principles, policies, and regulations.
- Collaborated with external auditors during the annual financial audit, ensuring timely completion and addressing audit inquiries and recommendations.

August 2014 - July 2018
Principal Accountant
LAPF Pensions Fund, (DSM Zone)

- Supervise all accounting, finance and administrative functions at the region
- Perform all administrative functions at the region
- Provide technical guidance and training to subordinates.
- Educate expected retirees on financial matters.
- Monitoring of staff imprests and accounts and Cash management for petty expenses
- Ensure that all revenue and expenditure transactions are properly accounted for and appropriately recorded and reported
- Control and manage debtors and creditors accounts
- Ensure the proper use of budgets as effective tool of control
- Ensure that all revenue and expenditure transactions are properly accounted for and appropriately recorded and reported
- Coordinate and manage minor procurement items as per the requirements of Public Procurement Act
- Oversaw the financial operations of the pension fund, including accounting, financial reporting and compliance activities.
- Managed the month-end and year-end close processes, ensuring timely and accurate financial reporting.
- Developed and implemented internal control procedures to safeguard pension fund assets, mitigate risks, and ensure compliance with regulatory requirements.
- Reply audits queries and ensure compliance of audit recommendations and Liaison with internal as well as external auditor
- Prepare bank reconciliation on a month basis to ensure all transactions are correctly reconciled, and make follow up with the Bank for any un-reconciled transactions.

August 2010 - July 2014
Senior Accountant
LAPF Pension Fund (Eastern Zone)

- Supervise all accounting and finance functions at the region
- Provide technical guidance and training to subordinates.
- Educate expected retirees on financial matters.
- Reconcile subsidiary benefit accounts with the General ledger.
- Provide advice and support to Manager and staff on human resources related matters
- Ensure that all revenue and expenditure transactions are properly accounted for and appropriately recorded and reported
- Control and manage debtors and creditors accounts
- Ensure the proper use of budgets as effective tool of control
- Prepare bank reconciliation on a month basis to ensure all transactions are correctly reconciled, and make follow up with the Bank for any un-reconciled transactions.
- Coordinate and manage minor procurement items as per the requirements of Public Procurement Act
- Managed day-to-day accounting functions, including reconciliations, journal entries, and financial statement preparation.
- Assisted in the preparation of financial reports, supporting schedules, and regulatory filings for the pension fund.
- Reply audits queries and ensure compliance of audit recommendations and Liaison with internal as well as external auditor
- Developed and implemented internal control procedures to safeguard pension fund assets, mitigate risks, and ensure compliance with regulatory requirements
- Collaborated with internal stakeholders and service providers

Jan 2006 - July 2010

Accountant

LAPF Pensions Fund-(Eastern Zone)

- Supervise all accounting and finance functions at the region
- Provide technical guidance and training to subordinates.
- Ensure that all revenue and expenditure transactions are properly accounted for and appropriately recorded and reported
- Checks and ensure the accuracy and completeness of payment vouchers, journal vouchers and other accounting documents
- Control and manage debtors and creditors accounts
- Monitoring of staff imprests and account and Cash management for petty expenses
- Perform Payroll reconciliation to ensure that deductions are correct captured
- Coordinate and manage minor procurement items as per the requirements of Public Procurement Act
- Performed accounting functions, including recording pension fund transactions, maintaining general ledger accounts, and preparing financial statements.
- Assisted in the month-end and year-end closing processes, ensuring adherence to reporting deadlines and compliance with accounting standards.
- Conducted account reconciliations to ensure accuracy and completeness of financial records
- Conducted regular reviews of pension fund accounts, identifying and resolving discrepancies, and ensuring data integrity.
- Participated in the implementation and enhancement of internal control procedures to strengthen financial governance and mitigate risks.

Sept 2004 - Dec 2005

Assistant Accountant

Tanzania YMCA, Dar Es Salaam

- Check the accuracy of the claim and prepare Journal Vouchers
- Cash management for petty expense
- Monitoring of staff imprests and accounts
- Assisted in the preparation of financial reports, including monthly, quarterly, and annual financial statements.
- Conducted account reconciliations to ensure accuracy and completeness of financial records.
- Processed accounts payable and receivable transactions, including invoice verification, vendor management, and customer billing.
- Assisted in the implementation and enhancement of internal control procedures to ensure financial integrity and mitigate risks.
- Supported the senior accounting team in various ad-hoc tasks and projects.
- Collaborated with team members and other departments to provide financial information and support as needed.
- Assisted in the preparation of budgets and forecasts, monitoring variances and providing financial insights.
- Maintained accurate and up-to-date financial records and documentation.

SKILLS

- Financial Reporting: Proficient in preparing financial reports ensuring accuracy and compliance with accounting standards.
- General Ledger Management: Skilled in managing general ledger accounts, performing account reconciliations, and maintaining accurate financial records.
- Accounts Payable/Receivable: Experience in managing accounts payable and receivable processes, including invoice verification, vendor management, and customer billing.
- Budgeting and Forecasting: Proficient in assisting with budget preparation and forecasting, monitoring budgetary performance, and providing financial insights.
- Report writing: Good in analysis and report writing.
- Governance issues: Conversant with Management and governance issues.
- Software Proficiency: Familiarity with accounting software and tools, including, Excel, Word, etc. Experience in using Microsoft Navision Dynamics (NAV), MUSE, and VoteBook Financial Management Information system.
- Attention to Detail: Meticulous in reviewing and analyzing financial information, ensuring accuracy and identifying any discrepancies.
- Communication: Excellent verbal and written communication skills, enabling effective collaboration with team members and stakeholders.
- Problem-Solving: Strong problem solving skills, with the ability to identify issues, propose solutions, and implement process improvements
- Time Management: Demonstrated ability to prioritize tasks, meet deadlines, and work efficiently in a fast-paced environment.

SKILLS Cont....

- Good working knowledge and experience in online banking/internet banking
- Experience living in international environment
- Ability to work in multicultural environment
- Experience in working with Governing Board as well as its Committees

ACHIEVEMENTS

- 2005-2007: National Board of Accountants and Auditors (NBAA); Award: Certified Public Accountant-CPA (T)
- March, 2012: National Board of Accountants and Auditors (NBAA): Award; Associate Certified Public Accountant-ACPA, (Reg. ACPA 2110)
- Regular participation in professional training organized by the Board (NBAA) as per its regulations, in order to gain updates on the current issues in the field
- Audit Committee member at Iringa Municipal Council since July, 2023
- Appointed to serve as Acting Head of Internal Audit Unit on 1st April, 2022
- Achieved as a Team secretary in completing the review of Internal Audit Charter and Audit Committee Charter with accuracy and efficiency (2022)
- Achieved as a team convener in completing the review of Financial Regulations and Accounting Manual with accuracy and efficiency (2021)
- Achieved as a team supervisor for preparing Internal Audit Operational Manual and Internal Audit Strategic Plan successfully (2023)

REFERENCE

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