

NAJUMO ADEN KIPEPE

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Birth: 1st January, 1980 - **TANZANIAN**

PERSONAL PROFILE

My name is Najumo Kipepe, an energetic and proactive **Certified Public Accountant (CPA.T)**. I Owns over 10 years of hands-on working experience in applying accounting protocols and procedures along with adept knowledge in implementing and managing accounting packages. Holds proven competency in prioritizing workloads, roles, and responsibilities and is able to take initiative and work individually as well as in a teamwork setting. I'm motivated and focused on leveraging my academic, professional, and social skills to enhance business productivity, efficiency, and effectiveness for value creation and enterprise growth. Honesty, discipline, and reliability are the driving forces behind my desire to support institutional and community developments by giving the best of my potential and skills to create a better world for my current society and generation to come.

PROFESSIONAL EXPERIENCE

SENIOR ACCOUNTANT.

LAGARDERE TRAVEL RETAIL BEVCO-JULY 2023 TO FEB 2025

The team at LTR has a passion for engineering, creating, adapting and deploying products which allow travelers to enjoy their journey while being able to buy affordable quality products.

This is a full time job for which I perform the following roles;

- Control all Financial activities for Tanzania operation.
- Ensuring that all transaction is entered into SAP accounting software before the month end.
- Prepare LTR management accounts every month and present them to the management via team meetings.
- Liaise with management based in France to consolidate group financial reports
- Prepare monthly financial reports.
- Receive and review inventory reports.
- Prepare budget and make any adjustment required month by month.
- Approve payroll before payments.

- Managing company tax issues and other statutory obligations.
- Liaise with external business partners for business related matters.
- Liaise with external auditors for preparation of annual financial statements.
- Review bank reconciliation, approve payments, and issue of items for sale
- Help the Country director to make various decisions to ensure that our operations in Tanzania are run smoothly.

CHIEF ACCOUNTANT KIRIBO LIMITED

April 2017 – JULY 2023

Kiribo is a Mining Contractor Company operating in Nyamongo North Mara region and Geita Goldmining Limited. The Company has worked as a contractor to North Mara Goldmine for the past 10 years; supporting a number of mining activities including Haulage of ore materials, excavation of ponds, Crushing of aggregates and environmental activities.

- Kiribo Limited is a Class One Mining and Civil Work Company situated in Nyamongo (Tarime) Mara region. The Company As Chief Accountant am entitled to support the business through the effective allocation of resources, preparation of financial statements, and involvement in critical decision-making.
- Manage and analyze costs for projects and departments to ensure that projects are run in a more profitable way.
- Monitor expenditures, analyze revenues and determine budget variances and report the same to management.
- Review and approve payroll for permanent and casual workers, approve time sheet and process payroll for Senior staffs.
- Assist in auditing activities by providing necessary information and preparing requested documentation.
- Preparation and submission of management reports for review and decision-making.
- Prepare project analysis and advice the management on the performance of different projects.
- Design and implement internal control system and policies for accounting department.
- Implement and manage accounting software (XERO accounting system)
- Review and approve bank and Cash payments.
- Review and approve Bank reconciliation.
- Review and approve creditors reconciliation.

- Coordinate and manage Month end activities.
- Coordinate and conduct monthly balance sheet review.
- Attend management meeting and advice on financial matters.

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FINANCIAL ACCOUNTANT

Off Grid Electric Tanzania Ltd

 **June 2014 - April 2017**

Off Grid Electric (currently Zola Electric) is a scalable renewable energy commercial operating in Tanzania as well as Rwanda, Ghana, Cote D' Ivoire and Nigeria. It is committed to solve off grid lighting challenges by providing affordable, reliable and environmental friendly solar energy.


Key responsibilities

As an Accountant, I was able to:

- Support informed business decision making by collecting, summarizing and producing monthly accurate and reliable financial analysis reports to improve project implementation.
- Prepare, analyze and report department costs trends and advised departmental Managers on action and ways to control their budgets economics to avoid variances.
- Plan and manage month end closure activities by ensuring correct entry of all transactions in the accounting system (**Net suite**) to reflect periodic financial activities of the company.
- Review monthly Bank reconciliations developed by Junior Accountants and offered guideline support to improve their performance in resolving any outstanding item.
- Manage monthly balance sheet reviews for correctness of the report and make necessary adjustments to ensure that, all items have been appropriately reflected as per the date.
- Liaise with departmental Managers to discuss and facilitate the preparation of budget projections and offered advice on best management protocols to improve performance.
- Administer the preparation, compilation and submission of VAT and withholding Tax to Authority to ensure adherence and compliance with TRA monthly requirements.
- Review accuracy and consistency of payment vouchers, staff imprest retirements before making payments and posting into the accounting system to ensure proper allocation of company funds for sustainable business performance.
- Coordinate interim and annual audits by providing key document/need to external auditors.
- Improve and manage the review and approval process for purchase orders and suppliers invoices to maintain positive relationships for business continuity.

ACCOUNTS PAYABLE OFFICER

Geita Gold Mine

 **February 2011 - June 2014**

GGM is one of the biggest and leading Gold mining company in Tanzania. It's located in the Geita District of the Geita Region that is managed and operating as part of AngloGold Ashanti.


Key responsibilities

As an Accountant, I was able to:

- Process and manage freight invoices and contract invoices from different suppliers.
- Manage posting of invoices into the company ledger and processed approved payments to ensure timely disbursement of funds for vendors and contractors.
- Control all service invoices to and from contract section to ensure safe documentation and processing as per guiding company policies.
- Prepare and performed monthly creditors reconciliation and managed posting of accruals.
- Manage the calculation and compilation of withholding taxes, output and input VAT taxes.
- Revaluation of supplier's accounts on monthly basis to ensure work reliability and success.
- Verified invoice variations with contractors by obtaining and check of accounts statements.
- Responding to cross Functional accountabilities and authorities.
- Reconciliation of intercompany balances in their accounts.

ASSISTANT ACCOUNTANT

AKO GROUP LIMITED

 **July 2009-Feb 2011**

A group of companies offering a wide range of services with AKO catering being the leading company. I was positioned to manage and support accounting services for Tausi Animal Feeds Factory their main business line (industry category) with their offices in Tegeta - Dar es Salaam.

Key responsibilities

As an Assistant Accountant, I was able to:

- Manage and reconcile trade debtors, and creditors account to ensure all transactions are reflected and balanced on each approximate income statements.
- Maintain company's cash flow by manage booking of invoices, review key documents for cash request and processing of approved payment to suppliers to avoid invoices overdue.
- Ensure a sound and effective external communication with partner banks (NBC, BANK M and NMB) together other key stakeholders by developing a productive relationships to support various transaction requests such as issuing of cheque books and bank balance.
- Improve the process of filing payment vouchers;
 - To ensure vouchers are filled with appropriate cheque number and are separated and sent to the appropriate bank on daily basis.
 - To make sure that outstanding invoices from suppliers are properly coded and posted into accounting system as per guiding policies.
- Manage filing of statutory monthly tax returns to TRA before the due date (i.e. 7th of the following month) by processing PAYE deduction from employees gross salaries,

computing 4.5% SDL from gross salary of each employee, and clearing NSSF and PPF (10% deducted from employee and 10% contributed by employer) contribution.

- Treasury management: I managed to establish;
 - Weekly cash flow forecast to communicate on company's bank/cash balances every Monday morning against the liability we are facing to pay in that week.
 - Daily treasury report to show bank balances and payments made on previous days.
- Managed monthly bank reconciliation by ensuring timely and accurate monthly submission.
- Manage preparation and processing of monthly payrolls of over 50 employees to maintain positive work performance and productivity.
- Prepare monthly payroll reconciliation summary by supporting registration of new staffs, deactivation of terminated and resigned employees and making salary change adjustments.

TRAINING AND SEMINARS

- Microsoft office 2007 course offered by New Horizons Computer Learning Centers - Dec 2012.
- Business Process Framework Course held on site by Geita Gold Mine
- Safety Values and Safety at work held on site by Geita Gold mine
- Seminar on International Financial Reporting Standards (IFRSs), Jan 2013, Oct 2016.

ACCOUNTING PACKAGES & SOFTWARE PROFECIENCY

- **SAP System**
- **BW** (SAP Business Warehouse)
- **Magnitude** (Consolidation tool-application)
- **Newport** (P&L consolidation tool-application)
- **Net Suite** (Application)
- **Xero Accounting Package** (Implementation, application and Management)
- **Suny System** (Application)
- **Tally Accounting system** (Application)
- **Sage Pastel** (Application)
- **Expensify** - Expense retirement software (Administrator)
- **Asana** - Task management software (User)
- **Vodacom payout** - Mobile Money platforms (User)

KEY MILESTONE & PROFESSIONAL ACHIEVEMENTS

Kiribo Limited (2017-2020)

- Managed to create a good and sound financial control system by designing a payment approval procedure based on the managerial level as well as budget ownership.

- Managed to introduce a new accounting software (**XERO Accounting system**) which helps to record accounting information as well as generation of reports. It also helps staffs to make retirements of their imprest by entering their information in expense report.

Off Grid Electric (2014-2017)

- I managed to reduce region office expenditure and operational cost by 20% through introduction and implementation of specific controls on regional imprest/advances.
- I implemented and trained all staffs in the company on how to use Expensify; an expense retirement software which reduces paper works and encourage retirement of imprests and personal claim payments.
- I developed and managed a team of five people to review and establish a new asset management policy to create and put down procedures on how to acquire, recognize, use, depreciate and dispose fixed assets of the Company.

Geita Gold Mine (2011-2014)

- Reduced account payable balance by making sure that payments to suppliers were made on time in a very efficient manner.
- Reconciled and updated supplier balances to reflect supplier balance on statements.

AKO Group Limited (2009-2011)

- Introduced and implemented ERP system (Tally)
- Managed to discourage cash payments over bank payments.
- Generated management reports

ACADEMIC QUALIFICATIONS

2023

Certified Public Accountant (CPA.T)
National Board of Accountants and Auditors

2005 – 2008

Advance Diploma in Accountancy

The Institute of Finance Management – Dar es Salaam

COMPUTER & LANGUAGE SKILLS

Advanced competency in Ms Excel, Ms Word, Google sheets, Internet & Email browsing.

Excellent speaking, reading, writing and listening in English and Swahili.

Hobbies: reading novels and magazines, watching movies and football/Tennis, physical exercises.

CAREER REFEREES

DR. Ponziano Mponzi (PHD)
Managing Director

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