

CV: FRANK H. KIGODI,  
Phone Number: 0752547046

## Summary Experience

CPA. Frank Herode Kigodi is an accomplished professional with a diverse educational background and extensive experience in Stock Marketing, Accounting, financial management, financial forecasting and Auditing evaluation, process evaluations, impact evaluations, and quantitative data analysis. He has made significant contributions to various sectors over the past 5 years, participating in and leading different accounting and finance units. This summary experience delves into his educational qualifications and sector-specific expertise in summary while detailed information is presented in his curriculum vitae.



## Education Background

CPA. Frank obtained a **bachelor's of commerce in finance** from University of Dodoma(2013/2016), where he gained a solid foundation in finance theory, quantitative analysis, and policy analysis. He further pursued a **Certified Public accountant (CPA)** from National Board of Accountants and Auditors (NBAA) (2020/2022), which equipped him with specialized knowledge and skills in auditing, finance, accounting and applying economic principles to address real-world development challenges. Mr. Frank's academic journey culminated in a **Certified Public accountant (CPA)** from the National Board of Accountants and Auditors (NBAA) (2020/2022). This program provided him with advanced knowledge in assessing global business environment, international investments, apply business valuation tools, financial engineering products and provide advice based on such assessments, Apply Auditing and assurance Standards and relevant laws in undertaking and managing auditing and assurance engagements in complex auditing and reporting situations, Apply Financial Reporting Standards and Corporate law in preparing, analyzing, and evaluating corporate reports by entities, both in the private and public sector. Managing the tax affairs of entities, administering compliance with tax laws for both public sector and private sector.

## Achievements

I am a third winner of DSE Scholar Investment challenge 2016 among 3200 University Students. Also I am a sixth winner of CMSA University Challenge 2016 among 7791 University student.

## Personal Skill

Experience in data analysis and reporting on finances. ❖ Strong knowledge of accounting principles. ❖ Proficiency in ERP software. ❖ Good decision-making abilities. ❖ Problem-solving skills. ❖ Professional and trustworthy.

## Technical Skills

MS Word, and Excel. ❖ Accounting package. ❖ Tally, Geeva, Revere ❖ Internet application • Epicor (Version 9.05) Based Integrated Financial Management System and PlanRep3 ❖ Auditing, financial planning and forecasting, treasury management.

### Detailed Curriculum vitae

<b>1. Name of staff:</b>		Frank Herode Kigodi		
<b>2. Date of birth:</b>	24/04/1991	<b>Nationality:</b>		Tanzanian
<b>3. Education:</b>	<b>From:</b>	<b>To:</b>	<b>Award</b>	<b>School/Institute/ College/ University:</b>
	2020	2022	Certified Public accountant(CPA-T)	National board of accountancy and auditors(NBAA)
	2013	2016	Bachelor of Commerce in finance (BCOM-FIN)	University of Dodoma
	2011	2013	Advanced Certificate of Secondary Education Examination (ACSEE)	Benjamin William Mkapa High School, Dar es Salaam, Tanzania
	2007	2010	Certificate of Secondary Education Examination (CSEE)	Kinyerezi Secondary School, Dar es Salaam, Tanzania.
<b>4. Membership in professional association:</b>			Registered Consultant - Certified Public accountant(CPA-T). GA10843	
<b>5. Trainings:</b>	Seminar on Accounting Auditing and Taxation Issues-NBAA (2022)			
	Electronic system for returns submission (e-Filing)-TRA (2021)			
	Seminar for Executives those who charged with Governance Accountants and Auditors- NBAA (2022)			
	Tax and Non-Tax Revenue, Constraints of Taxation System, Reformation of Taxation System, EFD System, Introduction to IPSAS-TRA 2016			
<b>6. Country of work experience:</b>	Tanzania(2019-Now)	<b>Organization Name:</b> Co-operative Audit and Supervision Corporation <b>Position:</b> External Auditor		
	Tanzania(2017-2019)	<b>Organization Name:</b> Muhimbili National Hospital <b>Position:</b> Sales Representative		
	Tanzania(2015)	<b>Organization Name:</b> Muhimbili National Hospital <b>Position:</b> Intern Assistant Accountant		

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7. Languages proficiency:	Language	Speaking	Reading	Writing
1. Native	Swahili	1	1	1
2. Very Good	English	3	3	3
3. Good	Other			
4. Average				

**EMPLOYMENT RECORDS**

Employer	CO-OPERATIVE AUDIT AND SUPERVISION CORPORATION
Year	2019 To Now
Location	Dar es Salaam
Position	External Auditor
Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Preparing financial statement that's comply IFRS, IAS, GAAP and IPSAS.</li> <li>• Supervise, train and coach audit juniors in various accounting and audit matters.</li> <li>• To think strategically about client needs and their key business and audit risks.</li> <li>• Plan and oversee efficient execution of audit assignments.</li> <li>• Assist in carrying out quality audit and other assurance services to clients in multiple industries.</li> <li>• Ensure that the work performed and supporting documents meets audit standard requirements and the firm's methodology.</li> <li>• Review and monitor audit team members.</li> <li>• Ensure that all Partner and Manager review notes are cleared timely.</li> <li>• Communicate timely with Audit Managers on identified audit issues and resolution thereof.</li> <li>• Communicate timely on progress of audit to the client and Audit Manager.</li> <li>• Achieve team and individual audit budgets and performance objectives, including timely delivery and quality.</li> <li>• Identify matters for Partner's attention and escalate the same to Audit Managers.</li> <li>• Prepare client Management Letters.</li> <li>• Review and analyse financial statements prepared by clients to ensure that they meet applicable reporting standards.</li> <li>• Complete and archive audit files.</li> <li>• Provide candid and constructive feedback of the staff (s)he supervises on their performance.</li> </ul>

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Employer	COCA-COLA KWANZA LTD
Year	2017 To 2019
Location	Dar as salaam
Position	Sales Representative
Duties and Responsibilities Coca-Cola Kwanza Ltd	<ul style="list-style-type: none"> <li>• To identify and implement new business opportunities so that the customer base and profits can continuously grow.</li> <li>• To optimize customer service so that superior customer relations and long lasting partnership.</li> <li>• To formulate account plans so that future business opportunities can be planned and implemented effectively.</li> <li>• To manage customers credit terms and limits in order to maximize sales and minimize risk.</li> <li>• To manage and maintain assets so that losses are minimized and optimal returns on investments are achieved.to execute surveys so that the organization is constantly aware of current market trends and</li> <li>• To enable a competitive advantage.</li> </ul>
Employer	MUHIMBILI NATIONAL HOSPITAL
Year	2015
Location	Dar as Salaam
Position	Assistant Accountant
Duties and Responsibilities	<ul style="list-style-type: none"> <li>• To Process daily journal entries to record daily receivables and revenue.</li> <li>• To Prepare daily bank reconciliations.</li> <li>• To Prepare and post daily expense payments by verifying documentation and requesting disbursements.</li> <li>• To organize and maintain financial records.</li> <li>• To Ensure the accuracy of financial documents, as well as their compliance with relevant laws and regulations.</li> <li>• To reconcile financial discrepancies by collecting and analyzing account information.</li> <li>• To perform, every month determine incurred but unsettled financial claims to establish accruals and payables,</li> <li>• To Prepare reliable, relevant and complete reports on a weekly, monthly and quarterly basis</li> <li>• To facilitate and assist External and Internal Auditors to perform audit assignments by providing required data, information and explanations,</li> <li>• To Prepare statutory financial statements in accordance with International Financial Reporting Standards and other relevant reporting requirements,</li> <li>• To Ensure that the fixed assets register (FAR) is updated every month,</li> </ul>

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## REFEREES AND CERTIFICATION

### *First referee and his addresses:*

Referee name	FCCA, ACPA, Yustino Nyendeza
Title	Managing Director
Work Place	Step Ahead Financial Consultants
Address	P.O. Box 2796
Phone Number	+255 713388317
Email	safco.tz@gmail.com

### *Second referee and his addresses:*

Referee name	CPA.Aponius Kainula
Title	Auditor
Work Place	Cooperative Audit And Supervision Cooperation
Address	P.O. Box 761
Phone Number	+255759794237
Email	aponiuspaul@gmail.com

### *Third referee and his addresses:*

Referee name	Edward Ntulo
Title	Assistant Lecturer
Work Place	The University of Dodoma
Address	P.O. Box 259
Phone Number	+ 255 789 715622
Email	edwardntulo@yahoo.com

**Expert' s contact information:** e-mail: [kigodifrank@gmail.com](mailto:kigodifrank@gmail.com), phone: 0752547046

### **Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the organization, and/or sanctions by the Bank.

13/09/2023

**Frank Herode Kigodi**

**Name of Expert**



**Signature**