

# CURRICULUM VITAE

## PERSONAL DETAILS

**Name:** Edwin Hernes Lema

**Nationality:** Tanzanian

**Date of Birth:** 29<sup>th</sup> March 1995

**Mailing Address:** P. O. Box 16850, Arusha, Tanzania.

**Languages:** Proficiency in English and Kiswahili

**Mobile:** +255 674 060 114 | +255 756 866 780

**Email:** edwinhernes@gmail.com

## EDUCATION BACKGROUND

2015 – 2018 Bachelor Degree of Accountancy.  
Tanzania Institute of Accountancy; Dar Es Salaam, Tanzania.

2013 – 2015 Advanced Certificate of Secondary Education (ACSE).  
Lutheran Junior Seminary Secondary School; Morogoro, Tanzania.

2009 – 2012 Certificate of Secondary Education (CSEE).  
Bendel Memorial Secondary School; Kilimanjaro, Tanzania.

2002 - 2008 Certificate of Primary School Education.  
Trust St. Patrick Primary School; Arusha, Tanzania.

## **PROFESSIONAL SUMMARY:**

A result driven Accounting and Administrative professional with a Bachelor's degree in Accountancy and over 4 years of progressive experience in sales and cost accounts management, project administration and financial operations. Demonstrates expertise in driving growth through accurate data management, process optimization and client relations. Excels in diverse, multicultural environments and thrives on challenges that foster professional development.

## **WORKING EXPERIENCE**

### **➤ SALES ADMINISTRATOR & ACCOUNTS OFFICER AT HUCAL AUTO PARTS (October 2023 to present)**

#### **Duties performed**

- Managing cash transactions for cash sales, ensuring accurate receipt and documentation, and processing credit sales after approval.
- Preparing and submitting invoices, being Proforma and Tax invoices, along with receipts.
- Achieved and maintained a strong sales pipeline by collecting orders from existing and new customers.
- Built and maintained customer relationships through in person visits and follow ups to secure repeat business.
- Advised customers on products and negotiated deals to increase revenue and market presence.
- Monitored competitor activities and provided insights to management for pricing and promotional strategies.
- Ensuring accurate data entry and conducting of regular reviews of reports within the Ovaltech ERP system, to maintain data entry integrity and support decision making process.
- Follow up on debtors and creditors to ensure timely clearance and closing of accounts.
- Performing monthly accounts reconciliation and correction of errors in cash and stock accounts.
- Ensuring timely delivery and logistics of goods to customers and from suppliers.
- Conduct stock taking and tracking daily stock movements so as to attain accurate stock levels and ensuring all time stock availability.
- Ensuring timely payment and compliance with taxes, levies and bills as instructed by the senior accountant.
- Handling of customer complaints and returns as per the entity's policy.
- Assist in consulting and researching for sales and marketing strategies based on customer and market demand.

➤ **PROJECT ADMINISTRATOR AT ELERAI CONSTRUCTION CO. LTD  
(March 2019 to August 2023)**

Duties performed

- Handled and accounted for site imprest and petty cash, adhering to proper retirement, reporting and utilization of project funds.
- Managed project cost budgeting and control to ensure avoidance of negative variance.
- Procured and handled logistics for materials and services.
- Collaborated with the Finance manager in preparing and reconciling of project accounts.
- Performed site administrative duties and prepared project reports.
- Assisted the project manager in coordinating project staff and enforcing site health and safety standards adherence.
- Driving and proper maintenance of the project vehicle.
- Reported to the head office daily and weekly material received, recorded and issued to site teams based on approved requisitions and project budget.
- Monitored stock levels and ensured timely replenishment to prevent shortages
- Conducted regular stock taking and maintained accurate inventory records.
- Controlled inventory to prevent losses and damages by implementing proper storage practices.
- Managed project payroll by maintaining proper documentation of the site attendance and payment skilled and casual labors as per contracts and work done.
- Followed up on payment certificates for timely settlements.
- Supervised daily site activities, recording daily progress and tracking of the project timeline.

➤ **CUSTOMER SERVICE INTERN AT STANBIC BANK (T) LTD; ARUSHA BRANCH-  
(June to September 2017)**

Duties performed

- Assisted in receiving cheques and presented them for authorization.
- Assisted in Issuing cheque books and linked ATM cards to accounts.
- Assisted in reconciling daily ATM cash and processed outward cheques.
- Provided customer care services and answered progress reports.

<b>OTHER TRAININGS</b>
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• **National Service - Tanzania (Operesheni Kikwete), Organized by J.K.T (June - September 2015)**

Skills acquired: Self-discipline, teamwork, handling adverse conditions, and work pressure tolerance.

• **Driving Course Certification from Modern Driving School, Tanzania (October – December 2012)**

Skills acquired: Defensive driving, traffic rules compliance and emergency response to ensure road safety. Gained skills in vehicle handling, basic maintenance, efficient route planning and fuel management, enhancing reliability for travel.

## **COMPUTER SKILLS**

- Proficiency in Microsoft Office Suite.
- Internet and Email.
- Ovaltech retail ERP and QuickBooks.

## **Personal Attributes**

- Intelligent, hardworking, innovative, flexible, and time-sensitive
- Strong oral and written communication skills
- Ability to work independently with minimal supervision

## **REFEREES**

### **WALTER NATHAN MIKE**

Finance & Administration Manager,  
Elerai Construction Company Limited,  
P. O. Box 7026, Arusha.  
Mobile: +255 756 204 881

### **BENEDICT MFURU**

Manager,  
Hucal auto parts,  
P. O. Box 13504, Arusha.  
Mobile: +255 767 345 321

### **JANETH USIRI**

Project Accountant,  
Northern Engineering Works Limited (NEWL),  
P. O. Box 7026, Arusha.  
Mobile: +255 767 634 592