

CURRICULUM VITAE (CV)

MR. ASTELIO CRONERY RWAKALELA

1. PERSONAL DETAILS

Names: Astelio Cronery Rwakalela
Profession: Accountant
Gender: Male
Marital Status: Single
Working Experience: 3 years
Date of Birth: 20 May 1995
Nationality: Tanzania
NIN 19950520553150000420

2. CONTACTS/ADDRESS

- Phone Numbers: +255 769 601 657
+255 621 213 132
- Email: cronery7@gmail.com
- P. O. Box 20950, Dar es Salaam.

3. EDUCATION QUALIFICATIONS

<u>Award</u>	<u>College/School/Institution</u>	<u>Year</u>
Certified Public Accountant - Final level NBAA/CR 46117	Tanzania National Board of Accountants and Auditors (NBAA)	To date
Bachelor Degree of Accountancy with honours, Second Class, Upper Division	Tanzania Institute of Accountancy (TIA)	2024
Certificate of security and leadership	Tanzania National Service Defence-847KJ (JKT)	2020
Advanced Certificate of Secondary Education Examination (ACSEE)	Kaliua High School	2016
Certificate of Secondary Education Examination (CSEE)	Nshamba Secondary School	2013
Primary Education Certificate	Nshamba Tapa Primary School	2009

4. WORKING EXPERIENCE

Employer	Job Title	Industry	Duration (Year)
Lonagro Tanzania Ltd	Assistance Accountant	Tractors, Agricultural Implements & Spare Parts	2022-2023
Nissan Tanzania	Junior Accountant	Automobile	2023-2024
EVK-CPA	Junior Auditor	Tax Consultation	2024-2025

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Responsibilities

- Reporting on monthly income and expenses
- Data entry experience in performing postings in the Tally ERP and generating respective financial reports for Management
- Assist in preparation of financial reports; Income Statement, Balance Sheet, Profit Forecast, Cash flow analysis and keep them updated
- Recruiting skilled/unskilled local staff and preparing contracts
- Managing employee registration on NSSF, PAYE, and WCF portals
- Managing petty cash and preparing expenditure reports
- Handling supplier payments and reconciliations
- Generate EFD receipts and daily Z report
- Ensure that invoices are sent out in a timely manner and include all necessary details for customer reference
- Reconcile accounts receivable ledgers, ensuring all payments and adjustments are correctly recorded and up to date
- Ensuring timely and accurate reporting for management review
- To prepare weekly update report
- Assisting in accounts payable and receivable and Payroll processing
- Access TRA Taxpayer portal account and Online TIN application
- Management and filling of Tax Returns- PAYE, SDL, WHT, VAT, ROI, SOETR etc
- Remission of penalties
- Receiving and thoroughly reviewing invoices for accurate and completeness. ie verify details like quantities, price, calculation and ensure they match purchase order or contract.
- Processing payment to vendors based on agreed upon terms, considering factors like discount or early payment.
- Regular reconciling bank statements with internal records to ensure all payment are recorded accurately and there are no discrepancies.
- Communicating effectively with vendor to clarify discrepancies or missing information on invoices to ensure timely processing and avoid delay in payments.
- Assist in preparation of monthly management account by ensuring that accrual and pre-payment schedules are prepared on timely fashion

5. APPLICATIONS/SOFTWARE

I have strong knowledge on the following software/applications;

- QuickBooks
- Tally
- Excel
- Microsoft word
- Power point, etc

6. LANGUAGE

	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>
English:	Excellent	Excellent	Excellent
Kiswahili:	Excellent	Excellent	Excellent

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7. REFEREES

1. Denis Kahabuka

Finance manager
Nissan Tanzania
0713 356 002
jeronimodenis@gmail.com

3 Flavia Rwakalela

Entrepreneurship
Dar es salaam
Mobile +255 764 760 333
fcronely@gmail.com

2. Jonepo Rweyongeza

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=====END=====