

Emmanuel Meta Aggrey

📍 Dar es Salaam, Tanzania | 📞 +255 759 000 067 | ✉️ emmanuelmeta@gmail.com

Profile Summary

A versatile, self-driven accountant with strong integrity, excellent analytical skills, and over 6 years of professional experience in accounting, auditing, and finance operations. Skilled in QuickBooks, Fast Track, MS Office, and store management, with a proven record of improving financial processes and maintaining compliance with policies and standards. Bilingual in Swahili and English.

Core Skills

Financial Reporting & Analysis
Budgeting & Forecasting
Internal Auditing & Compliance
Accounting Software (QuickBooks, Fast Track)
Bank Reconciliation & Cash Management
Tax Computation & Filing
Customer Service & Data Management
Inventory & Store Management

Professional Experience

- Accountant | 100 Fold Limited | Mar 2024 – May 2025
 - Managed all accounting operations, bank reconciliations, and financial reporting.
 - Prepared tax returns and ensured compliance with financial regulations.
 - Utilized QuickBooks for posting transactions and financial management.
- Accountant | SIFA International Inc. | Mar 2022 – Feb 2024
 - Oversaw financial activities including transaction postings, report preparation, and tax filings.
 - Managed monthly, quarterly, and annual closings using QuickBooks.
 - Conducted financial audits and compliance checks.
- Store Manager | Neema Home & SIFA Collective | Jun 2021 – Feb 2022
 - Led inventory management and staff supervision.
 - Ensured customer satisfaction and maintained compliance with health and safety standards.

- Project Accountant | E.L.C.T Student Centre Katoro (In partnership with Compassion International) | Mar 2020 – May 2021
 - Prepared budgets, payment vouchers, and financial reports.
 - Handled monthly account reconciliations and financial audits using Fast Track.
 - Managed donations and partnership fund reporting requirements.
- Credit/Loan Officer | Vision Fund Tanzania Microfinance Bank | Nov 2018 – Feb 2020
 - Recruited clients, processed loan applications, and managed loan portfolios.
 - Conducted credit analyses and customer relationship management.
 - Improved customer data accuracy and conducted compliance reviews.
- Internships:
 - I&M Bank | Data Cleanup Officer (Oct 2018)
 - Vision Fund Tanzania | Sales Intern (Aug 2018 – Sept 2018)
 - Tanzania Revenue Authority | Internal Auditor Intern (Jul 2017 – Sep 2017)

Education

Bachelors of Accountancy | Institute of Accountancy Arusha (IAA) | 2015–2018

Diploma in Cooperative Management and Accounting | MUCCoBS | 2012–2014

Certificate in Cooperative Management and Accounting | MUCCoBS | 2011–2012

Certifications

- QuickBooks and Tally – Cornerstone Financial Account Packages Consultants
- Certified Public Accountant (CPA) – In Progress (Final Stage)

References

Shantelle Brutsman

Co-founder & Director

Sifa International Inc

☎ +255 684 299 300

✉ sbrutsman@gmail.com

Gideon Menenengu

Store Manager

Neema Home & SIFA Collective

☎ +255 764 037 887

✉ gideonmene@gmail.com