GEORGE PIO PHILIP

📞 Phone: 0611 992 526

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# PROFESSIONAL SUMMARY

Dedicated and detail-oriented Accountant with 1.5 years of experience, including managerial duties and hands-on expertise in financial operations. Proven ability to ensure compliance with tax laws, maintain accurate financial records, manage payroll, and develop financial strategies. Fluent in English and Kiswahili, with excellent communication and organizational skills.

# CORE SKILLS

* • Financial Reporting & Record Management
* • Tax Compliance & Regulation Adherence
* • Payroll Management
* • Financial Statement Preparation
* • Strategic Financial Planning
* • Team Leadership & Managerial Oversight
* • Bilingual: Fluent in English and Kiswahili

# WORK EXPERIENCE

* Assistant Accountant & Admin Support (Intern)

SSC CONCRETE — December 2023 – March 2025

* - Assisted in preparing and reviewing financial reports and statements.
* - Ensured accurate tax compliance and maintained updated tax records.
* - Managed payroll records for all company employees.
* - Supported in executing financial strategies aligned with company goals.
* - Provided administrative support and reported to senior management.
* - Contributed to efficient financial operations and audits.

# EDUCATION

* Diploma in Accountancy

Tanzania Institute of Accountancy (TIA)

2019-2023

# LANGUAGES

* • English – Fluent (Spoken & Written)
* • Kiswahili – Fluent (Spoken & Written)