

# GERALD SAMSON SWAI

ACCOUNTING/ADMINISTRATIVE EXPERT

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119, Arusha

## PROFESSIONAL SUMMARY

Proficient in Accounting, Finance, Administration, and Sales across International, local NGOs, and private sectors particularly in processing payments, managing Accounts payables, budget forecasting, financial reports, preparing vouchers, preparing cheques, and providing administrative support. Dedicated to providing exemplary work and supporting the overall mission of organizations.

## EXPERIENCE

### AZAMPESA-NORTHERN ZONE

February 2024-Now

#### *Account Developer*

- Develop and execute regional strategy, plans and targets as derived from Sales & Marketing department
- Identify new accounts through lead generation working with a list of targeted net new accounts
- Establish a positive working relationship with clients in order to facilitate the customer retention
- New agents acquisitions
- Seek new business opportunities and work with Regional Sales Manager to secure new business
- Implement effective float management strategies to ensure that agents consistency maintains an adequate float
- Conduct regular assessment and adjustment to guarantee the aggregator maintains a minimum balance every morning

### VODACOM-ARUSHA

March 2023-August 2023

#### *Cluster Sales Supervisor*

- Developed and implemented sales strategies to increase market share and profitability
- Conducted regular meetings with the sales team to review performance, discuss customer feedback, and develop new strategies
- Reviewed monthly sales reports to assess progress toward goals and objectives
- Provided training on sales techniques, product features, and industry trends to team members
- Recruited, trained, coached, mentored, and evaluated the performance of team members regularly
- Prepared sales production reports for senior management



## EXPERIENCE (CONTINUED)

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September 2022-February 2023

*Expenditure Accountant*

### **MADA HOTEL-ZANZIBAR**

- Reviewed invoices for accuracy and completeness prior to payment processing
- Assisted in the preparation of tax returns by gathering necessary information from clients and maintaining organized files with documents related to taxes
- Provided guidance and support to other departments regarding accounting policies, procedures, and regulations
- Created journal entries accurately and timely for month-end close processes
- Prepared and maintained petty cash vouchers on a daily basis
- Managed stores

### **THE FOUNDATION FOR TOMORROW**

April 2022-August 2022

*Finance and Administrative Coordinator Intern*

- Prepared detailed reports and presentations for executive staff
- Organized and maintained filing systems for sensitive documents
- Created expense reports
- Processed invoices from vendors in a timely manner according to company policies.
- Provided assistance during special projects or events as needed
- Gathered, entered, and updated data to maintain departmental records and databases.
- Assisted with team-building initiatives and overall support for the maintenance of organizational culture and employee morale
- Developed a successful filing system to increase the ability to retain and recover documents, reports, and records

### **ARUSHA CITY COUNCIL**

July 2021-March 2022

*Accounts Assistant*

- Prepared and processed invoices, payments, and bank deposits
- Assisted in accounts receivable, payable, and general ledger activities
- Reviewed contracts for services rendered prior to entering into agreements with vendors or customers
- Coded invoices and other records to maintain organized and accurate records
- Reconciled computer reports with manually maintained ledgers
- Collection of revenue through POS machine



## SKILLS

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- Accounting practice(computerized)
- Supervising
- Marketing
- Reporting
- Computer(Ms. words, excel & internet)
- Store management
- Training
- Cash management
- Communication
- Project coordination
- Problem-solving
- Community Engagement development
- Time-management

## EDUCATION

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<b>Bachelor's in Accountancy</b> <i>Tanzania Institute of Accountancy</i>	2016-2019
<b>Diploma in Accountancy</b> <i>Tanzania Institute of Accountancy</i>	2013-2015
<b>Basic Technician Certificate in in Accountancy</b> <i>Tanzania Institute of Accountancy</i>	2012-2013
<b>Certificate of Secondary (Ordinary level)</b> <i>Hai Secondary School</i>	2007-2010

## AWARDS

November2023-December2023

*Business Entrepreneurial Empowerment Programme provided by ACTT and funded by MAD Organization.*

### ***Skills acquired;***

- Competitive Job searching skills
- Entrepreneurship
- Life Skills and Professionalism

## REFERENCES

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