

David Emmanuel Nnko,

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I am enthusiastic, effective, and passionate with vast and valuable accounting and tax experience in the field. I can perform my assignments with a high degree of professionalism believe in excellence and have always dedicated myself; my talents and my creativity to ensure the successful accomplishment of any goals. My positive attitude and willingness to give 100% make me an asset to any organization.

Professional Experience

- Managing all the records of Fixed Assets of the company (Computer and peripherals, Vehicles, Equipment, Furniture and Fixtures, and Inventory) and ensuring the field team has affected respective entries in the accounting system (SBI) such as Depreciation, Disposal, utilization of inventory, and transfer between offices.
- Preparations of Managements Account Monthly and submit to the Finance Manager and Head of Finance for review.
- Responded to the tax audit and investigations queries
- Preparations of Audited Financial Statements.
- Supporting the External and Internal Audit process. (i.e., KPMG, PwC, Balakrishna Sreekumar & Co.)
- Support the Audit process from the regulatory authorities, (i.e., TRA and ZRB).
- Assisting in the Transfer Pricing documentation for BRAC Zanzibar Finance Limited.
- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation
- Supporting all new incoming projects/systems such as Payroll System (i.e., Nolan) CBS (Core Banking System or T24 (Temenos)), and FCCS, Financial Reporting System (Financial Consolidation and Close Cloud) and Tally.
- Preparing Corporate tax, VAT and Excise duty and ensured its payment on time.
- Oversee the preparation and filing of all statutory returns, including VAT, PAYE, SDL. Corporate tax, and other relevant submissions. Assisting KPMG in filling Returns for BRAC Zanzibar Finance Limited.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action
- To support the Financial Consolidation Close Service (FCCS) as a new financial reporting system for BRAC Zanzibar Finance Limited.
- Providing necessary assistance and direction at the field level regarding operation guidelines and expected challenges on Fixed Assets, Inventory, and Disposal and suggested solutions on emerging challenges.
- Develop and implement accounting and taxation strategies to optimize financial operations and ensure compliance with all regulatory requirements.
- To follow the safeguarding reporting procedure in case any reportable incident takes place and encourage others to do the same

Carrier History

Overall in-Charge in Accounting and Taxation – Alpha Associates Tanzania Limited (2025 to date)

Major Responsibilities

1. Provide overall leadership and supervision to the accounting and taxation team
2. Monitor and evaluate the performance of team members, providing feedback and guidance to ensure continuous improvement.
3. Develop and implement accounting and taxation strategies to optimize financial operations and ensure compliance with all regulatory requirements.
4. Oversee the preparation and filing of all statutory returns, including VAT, PAYE, SDL. Corporate tax, and other relevant submissions.
5. Regularly review financial reports and records to identify discrepancies, implement corrective measures, and maintain transparency.
6. To make sure client's business records are kept in accordance to the agreement
7. To conduct visits to company clients for updates and guidance
8. Prepare payroll and pension schemes returns

9. Maintaining the stability of company financial systems and ensuring the accuracy of accounting records.
10. Participate in team meetings, training sessions and professional development activities to enhance skills and knowledge.
11. Research and interpret tax laws and regulations to ensure compliance with local tax authorities.
12. Address customer inquiries, concerns, and complaints in a timely and professional manner, ensuring a positive customer experience.
13. Assist in organizing and maintaining financial records and documents in compliance with company policies and regulations.
14. Research and interpret tax laws and regulations to ensure compliance with local tax authorities.
15. Keep abreast of changes in tax laws and regulations and communicate updates to the team.

Senior Accountant – Suhara Logistics Tanzania Limited (2024)

Major Responsibilities

1. Preparation of Financial Reporting (Financial Statements).
2. Preparations of Suhara Logistics Management Accounts Monthly and submit to the Finance Manager for review.
3. Responding to the tax audit and investigations queries for Suhara Logistics Tanzania Limited.
4. Supporting the External Audit process and TRA Audit.
5. Knowledge of SAP System.
6. Filing of Returns (PAYE, SDL, VAT and WHT)
7. Intercompany Reconciliations (Related Party Transactions).
8. Review of Payroll and Payroll Reconciliations
9. Preparation of Reconciliations (i.e Sales, Purchases, VAT Recoverable, Creditors and Debtors)
10. Provide overall leadership and supervision to the accounting team.

Account Officer – Country Head Office (2021 – 2024)

BRAC Tanzania Finance Ltd, BRAC Zanzibar Finance Ltd, BRAC Maendeleo Ltd and BRAC Enterprise Tanzania Ltd

Major Responsibilities

1. Managing all the records of Fixed Assets of the company (Computer and peripherals, Vehicles, Equipment, Furniture and Fixtures, and Inventory) and ensuring the field team has affected respective entries in the accounting system (SBI) such as Depreciation, Disposal, utilization of inventory, and transfer between offices.
2. Preparations of Zanzibar Managements Account Monthly and submit to the Finance Manager and Head of Finance for review.
3. Responded to the tax audit and investigations queries for BRAC Zanzibar Finance Limited
4. Preparations of Financial Statements for BRAC Zanzibar Finance Limited, (Managements Accounts and Audited Financial Statements)
5. Supporting the External and Internal Audit process. (i.e. KPMG, PwC)
6. Support the Audit process from the regulatory authorities, (i.e., TRA and ZRB).
7. Assisted in the Transfer Pricing documentation for BRAC Zanzibar Finance Limited
8. To support all new incoming projects/systems such as Payroll System (i.e., Nolan) CBS (Core Banking System or T24 (Temenos)), and FCCS, Financial Reporting System (Financial Consolidation and Close Cloud) and Tally.
9. Prepared Corporate Tax and ensured its payment quarterly.
10. To support the Financial Consolidation Close Service (FCCS) as a new financial reporting system for BRAC Zanzibar Finance Limited.
11. To provide necessary assistance and direction at the field level regarding operation guidelines and expected challenges on Fixed Assets, Inventory, and Disposal and suggested solutions on emerging challenges.
12. Ensuring the filing of VAT Returns and Excise duty Returns for BRAC Zanzibar Finance Limited.
13. Prepare Management Accounts/Financial Accounts (BRAC Zanzibar Finance Limited and BRAC Enterprise Tanzania Limited).
14. To maintain proper accounting records of all Fixed Assets of BRAC Tanzania Finance Limited, BRAC Zanzibar Finance Limited, BRAC Maendeleo Tanzania, and BRAC Enterprise Tanzania Limited.
15. Monitoring Suspense accounts to ensure all movements are correct and justifiable and items are cleared

in good time.

16. Prepare the suspense reconciliation and other reconciliation reports.
17. Ensure the balance in the fixed asset register (PPE) is reflected in the books of accounts (FS) and the ERP.
18. Regularly updating the fixed asset register and ensuring compliance with the Company policy.
19. Manage the movement of PPE held by BRAC Tanzania Finance Ltd, BRAC Zanzibar Finance Ltd, BRAC Maendeleo Ltd, and BRAC Enterprise Ltd.
20. Maintaining Country Head Office Accounts and Subsidiary ledgers for all assets
21. Working closely with the IT department and procurement department on matters related to Fixed Assets (Furniture, Computers, and Equipment)
22. Perform all other duties as will be assigned by the supervisor.
23. Participate in the committee of procurement for bulk Purchases.
24. Preparation of Fixed Assets Reconciliation Report Monthly.

Achievements as an Accountant in the Country's Head Office

- I was successful in preparing the Financial Statements for BRAC Zanzibar Finance Limited.
- I've successfully prepared the management accounts each month for the past two years.
- I am effective in ensuring that the company's fixed assets have been adequately safeguarded, reconciled, and accurately reported in the financial statement.
- I was part of a team of five people that was successful in transforming the Financial Consolidation Close Clouse (Oracle - FCCS) system to the Organization's preferences so that the System would generate Financial Statements. The Organization is currently using the system.
- I am currently part of a team that is transforming Temenos into the preferred Core Banking System for the firm.
- I was able to become acquainted with Accounting Systems such as Temenos - Core Banking System, Orbit - PPE Management, Financial Consolidation Close Clouse (FCCS), and SBICloud.
- With the guidance and supervision of the Head of Finance, I and my team were successful in handling External, Internal, and Tanzania Revenue Authority (TRA) Audits.

Area Accounts Manager (2020 – To 2021) BRAC

Tanzania Finance Ltd

Major Responsibilities

- The Area Accountsmanager is responsible for checking all transactions recorded with the Branch Accountant.
- Area Accounts Manager to obtain a printout of daily Bank statements from the online system from the Regional Accounts manager and use it to review the transactions recorded by the branch accountant.
- Area Accounts Manager to visit the Branches on a risk basis rather than a scheduled basis.
- The Area Accounts Manager should send daily reports performed at the branch to the Regional Accounts Manager Daily.
- In case of irregularities are identified should be reported immediately to the Regional Accounts Manager by Phone or Email.
- The Area Accounts Manager assesses the performance of the Branch Accountant based on the control activities assigned.
- Financial forecasting and risk analysis within the area.
- In the absence of the Branch Accountant, the Area Accounts Manager assumes the Branch Accountant's Responsibilities.
- Preparation of Monthly reports (i.e., Inventory reports, Fixed Assets Reconciliation reports) and sending them to the Regional Accounts Manager.
- Controlling of Revenue and Expenditure of the Area.
- Update the stock register.
- Follows the HRPP, Circulars, Budget, and all the rules and regulations of BRAC.
- To take steps on giving Internal and External Audit Reply
- Follow the procurement policy of BRAC while conducting local purchases.
- Payroll preparation for payment every month.
- Prepare and Preserve project-wise bill vouchers in the Area office monthly.
- Update SBI cloud posting transactions daily and send updated daily reports to the Regional Accounts Manager
- To ensure the transfer of excess money to the Country Office through the Bank.

Achievements as an Area Accounts Manager

- As a team, we successfully closed the day in the system at four Branches without having any unreconciled cash on hand.
- By making the necessary deposits on time, I was able to make sure that the risk of financial loss is identified and avoided.
- We concluded the transactions for each month as a supervisory team of four employees with no unreconciled cash on hand or cash in the bank.
- I was able to submit the reports to my supervisor, such as the inventory report and the fixed assets reconciliation, on time.
- I did my best to sure that my team felt comfortable and well-equipped for executing their duties.

Assistance Accountant (Internship) (2019) Victoria Finance Plc

Main Roles and Duties

- To maintain all petty cash daily. Making monthly reports and posting data on the system promptly.
- To maintain and record keeping books of accounts and reconcile the Accounts promptly.
- Respond to inquiries from the Chief Strategy and Innovation Officer, financial results, special reporting requests, and the like.
- Liaison with the respective government department, submitting returns, and maintaining proper compliance with them. (i.e., VAT and SDL Returns)
- Ensure the timely reporting of all monthly financial information.
- Ensure the accurate and timely processing of positive pay transactions.
- Preparation of payment and monthly, quarterly, and annual returns related to Tax authorities, Regulators, and statutory funds such as NSSF, PSSSF, and WCF.
- Collaborate with the other departments in the organization to support overall department goals and objectives.

Marketer (2018)

Sodo Investment & General Supply Expo

Main Roles and Duties

- Creating marketing campaigns and working with the company's external PR agency to see them executed.
- Creating and developing new innovative ways to communicate the company message to the existing customers.
- Contributing to the annual sales and marketing plan.
- Planning and project managing marketing events and evaluating their success.

Teacher (2015 - 2017)

Main Roles and Duties

- To plan and prepare appropriately for the assigned courses and lectures.
- To conduct assigned classes at the scheduled times
- To demonstrate competence in classroom instruction
- To plan and implement effective classroom management practices.
- To design and implement effective strategies to develop self-responsible/independent learners.
- To promote students' intrinsic motivation by providing meaningful and progressively challenging learning experiences which include, but are not limited to self-exploration, questioning, making choices, setting goals, planning, and organizing, implementing, self-evaluation, and demonstrating initiative in tasks.
- To engage students in active, hands-on activities, and creative problem-based learning.

Education & Professional Qualification

- Bachelor of Business Administration with Education, Tumaini University Makumira, (October - 2011 – June - 2014)
- Advance Certificate of Secondary Education Examination, Temeke Teachers Resource Centre (March - 2008 – February 2011)
- Certificate of Secondary Education Examination, Thomas Secondary School (January - 2004 – October 2007)

Professional Body memberships

- Member, National Body of Accountancy and Auditors -(January - 2019 to date)

Technical Skills

- Microsoft Office packages (Excel, Access, word, and PowerPoint)
- Accounting Packages i.e., ERP
- Internet and Email

Key Professional Skills & Competencies:

- Financial Statements Preparations
- Financial Planning and forecasting
- Financial Managements Accounts Preparation
- ERP skills on SBICloud, Orbit System, FCCS System, Temenos – CBS, and SAP System
- Proficiency in complex accounting systems
- Oversight of both External and Internal Audit and Regulatory Audit i.e TRA
- Possession of excellent ERP analysis skills, i.e., FCCS, Temenos – Core Banking System
- Communications skills - Ability to communicate and present, confidently, and expressively both orally and in written form.
- Management skills - Accustomed to working with senior management and management of teams.
- Possess adequate marketing knowledge and can give guidelines to corporations, individuals, and professionals about marketing matters.
- Possession of strong analytical, Customer care, listening, and problem-solving skills, with the ability to make well-thought-out decisions.
- Works well with Microsoft Office Suite, Internet and Email, and general computer applications.
- MS Excel skills
- Ability to fluently read, write, speak, and understand both English and Swahili

Referees

Emmanuel Mallya	CPA -T Ibrahim Msusa	CPA – T Shujaa Michael
Head of Planning and Engineering	Financial Consultant	Senior Custom Officer
Yas Tanzania Limited	Independent	Tanzania Revenue Authority
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