

GIFTLIVINUS JOHN TARIMO

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Address: P.O.Box 23 Usa-River,

PERSONAL STATEMENT

Detail-oriented and highly analytical accountant with over 8 years of experience in managing financial records, ensuring compliance with regulations, and providing strategic financial advice. Adept at utilizing advanced accounting software to streamline processes and improve efficiency. Proven ability to analyze financial data, prepare accurate reports, and contribute to the financial decision-making process. Committed to maintaining the highest standards of accuracy and integrity in all financial activities.

CORE QUALIFICATIONS

- Budgeting & Forecasting
- Accounting Software Proficiency
- Audit Coordination
- Policy analysis and development
- Data analysis
- Financial Reporting
- Regulatory Compliance
- Tax Preparation
- Problem Solving

WORK EXPERIENCE

POSITION: Crew

May 2025 to Currently

ORGANIZATION: NYSSA Tourism Holdings Ltd (Serengeti)

- ✚ Balloon setup and inflation
- ✚ Passenger handling and safety assistance
- ✚ Balloon retrieval and parking
- ✚ Vehicle and trailer loading
- ✚ Camp setup and backup
- ✚ Equipment maintenance support
- ✚ Basecamp labour duties
- ✚ Guest interaction and courtesy
- ✚ Support other departments
- ✚ Any other duties assigned by the company

POSITION: Senior Accountant

November 2017 to September 2024

COMPANY: Levi Electronics Company

- ✚ Making sure that all the financial transactions are collected and captured on the system, reconciling all the entries with discrepancies.
- ✚ Responsible for making the company to comply timely with all tax laws and other government authorities' regulations by gathering, filling and maintaining all the appropriate financial records transactions.
- ✚ Planning, preparing, maintaining and distributing payroll to employees.
- ✚ Computation and preparing VAT returns, withholding taxes and all other statutory payments to be done

in every month.

- ✚ Train and guide other staff on all process, procedures, control and accounting practices according to legal and company accepted guidelines.
- ✚ Dealing with some human resources workers such as employee's welfare and all companies' compliances with rules and regulations.
- ✚ Monitoring accounts payables and receivables.
- ✚ Preparing electronic transfers and cheque issuing.
- ✚ Prepare monthly reports for cash movement on expenses, purchases and sales. Attending business meeting with company's stakeholders such as government and NGO's.
- ✚ Performing any other activities assigned by senior management

POSITION: Field Attachment

July 2016 to September 2016

ORGANIZATION: Meru District Council (Arusha)

- ✚ Preparing bills for customers such as council levy, business licenses.
- ✚ Creating electronic accounts for customer's payment of bills.
- ✚ Recording payment receipts in electronic system that was introduced.
- ✚ Engaging in periodical strategic planning process to help the district to explore new business opportunities.
- ✚ Participated in learning business policies compliance
- ✚ Ensuring adequate customer service while following the guidelines set in place by the Government of Tanzania.
- ✚ Supporting the district programs initiative through daily monitoring and ensuring it is compile with the rules and policies.
- ✚ Any other duties assigned by my supervisor.

EDUCATION BACKGROUND

2014 – 2017: Institute of Finance Management (IFM)

Bachelor degree in Accounting

2012 – 2014: Bagamoyo Secondary School

Advanced Certificate of Secondary Education (ACSE)

2008 – 2011: Tengeru Boys Secondary School

Certificate of Secondary Education (CSE)

TRAINING AND WORKSHOP

September 2023:

Institute of Directors in Tanzania (IoDT)

✚ Sales, Marketing and Communication Skills

REFEREES

- Dr. Ernest Mabonesho (PhD) Senior Lecturer – Institute of Finance Management Mob: +255 652251077 Email: mabowapi@gmail.com
- Mr. Feruzi Mutiganzi – Levi Electronics Senior Accountant manager Mob: +255 787 821 333 Email: feruzifm2001@gmail.com
- Mr. Moris Mngara – Operations Manager, Ramamoha Co.Ltd Mob: +255 719 022 850 Email: morismngara@gmail.com

DECLARATION

I hereby certify that the particulars given above are correct and true to the best of my knowledge and belief.

A handwritten signature in black ink, appearing to read 'Giftlivinus John Tarimo', enclosed within a large, loopy oval shape.

GIFTLIVINUS JOHN TARIMO

