

Objective

Highly motivated, detailed oriented, quick learner and energetic Financial Accountant with 7 years of experience in the leadership ability, with excellent deadline driven, analytical and strong organizational skills Excellent communication skills with a talent for analysing problems, developing, and simplifying procedures, and finding innovative solutions for job efficiency Strong customer service skills, flexible, dependable, and work very well with others as well as independently.

Skills

Excel, word, and SAP business one.

Work Experience

Finance Manager.

KITO GENERAL TRADING COMPANY LTD – March 2022 – APRIL 2023.

- Σ Banking incoming and outgoing payments.
- Σ Bank reconciliation.
- Σ TRA audit matters.
- Σ E filling of VAT and other statutory SDL and PAYE.
- Σ Preparing of daily reports as per request of the Management. Like sales analysis, General ledgers reports, stock reports branch wise.
- Σ Approvals of payments.
- Σ Coordinate with accounts receivable team for debt collection from customers.
- Σ Budget and cashflow analysis.

Accountant.

AFRI TEA AND COFFEE BLENDERS 1963 LTD – November 2016 – February 2022.

- Σ Bank and incoming payment reconciliations.
- Σ Posting of AR sales and purchases invoices.
- Σ Posting of petty cash.
- Σ Filling of PAYE, SDL, and VAT.
- Σ Preparing of daily reports as per management request. Like sales analysis, general ledger reports, stock reports.
- Σ Customer and supplier's reconciliations.

Accountant.

JAMANA PRINTERS – February 2016 – June 2016.

- Σ Daily bank statements and bank payments reconciliations.
- Σ Control of the real Estates of other group companies i.e., Stewart Manor, Garden city and Duke Holding Limited daily transactions.
- Σ Preparation of daily petty vouchers
- Σ Preparation of debtor invoices.
- Σ Bank reconciliation
- Σ Stock taking for the store department.

- Σ VAT filling and other statutory tax and City service Levy.
- Σ Checking of material requisition note provided by the store department.
- Σ Maintaining records and data of container shipment.
- Σ Accounting on the rent and the electricity usage for the Jamana House tenants.
- Σ Making payments to clients overseas and banks transfer.

Assistant Accountant – Internship.

Dodoma Rock Hotel – August 2013 – October 2013.

- Σ Audit of reports
- Σ Preparation of daily petty vouchers
- Σ Preparation of payrolls for staff salary and NSSF documents for audit.
- Σ Internal audit of VAT receipts and invoices.
- Σ Filling of various documents.
- Σ Collection and paying cash to suppliers.
- Σ Preparation of debtor invoices.
- Σ Entry of tax invoices that include VAT.
- Σ Bank reconciliation
- Σ Stock taking for the store department.

EDUCATION

Master Of Science in Finance – (University of Strathclyde), bachelor's in accounting and Finance- (St. John's university of Tanzania), Diploma in Accounts - (St. John's university of Tanzania).

REFERENCES

- Σ Mr. Bhaudin J. – Head of supply chain Afritea and coffee blenders. Tel. No. +255789317979, Email address: scm1@ttb.co.tz
- Σ Mr. Shain. – Chief Accountant Afritea and coffee blenders. Tel No. +255677022201. Email address: shain@ttb.co.tz
- Σ Mr. Naeem ul Hassan Khan. – Financial Controller Dodoma Rock Hotel Limited. Tel. No. +255 715 282 844, Email address: fc@newdodomahotel.com
- Σ Mr. Imran Abbas. – Accountant Jamana Printers Limited. Tel. No. +255 774 186 175
- Σ Dr. Kipanga A. – Deputy Vice Chancellor of Planning and Finance and Lecturer (St. John's University of Tanzania), Email address: akipanga@sjut.ac.tz
- Σ Mr. Robert Vedastus– Dean Faculty of Commerce and Business Studies (St. John's University of Tanzania) P.O box 1382 Dodoma, Tel. No. +255 754 249 640, Email address: rvedastus@yahoo.com

DECLARATION

I declare that, to the best of my knowledge and belief this information is true and correctly describes my knowledge, qualification, and experiences.

Akberali J. Gangjee

MAY 2023.