

BONIFACE SERGE KAVISHE

CURRICULUM VITAE (CV)

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PERSONAL INFORMATION:

Sex : Male
Nationality : Tanzanian
Languages (Written & Spoken) : Fluent: Swahili & English
Personal Interests : Exploration and learning

EDUCATION BACKGROUND:

Duration	School/Institute/University	Award
2024–2021	University of Dodoma	Bachelor Of Commerce and Mathematics in Accounting
2021 -2019	Duluti Secondary School	Advanced Level Certificate.
2018–2015	Adili Secondary School	Certificate of secondary education.

WORK EXPERIENCE:

Ubungo Municipal Council as an Accountant Payable in accounting and finance department (Expenditure). Duties:

- Receiving.
- Inspection.
- Preparation of invoice.
- Updating Ledger.
- Issuing.
- Posting daily receipt.

TANESCO as an Accountant Payable entry level in accounting and finance department

- Data entry and record keeping
- Assisting with financial reporting
- Accounts reconciliation
- Invoice processing and management
- Assisting in budget preparation
- Payroll assistance
- Compliance and documentation

PREVIOUS WORK PLACE

I was previously working at VGK Company Limited as an SME Accountant since. VGK is a leading construction material supplier and engineering firm in Tanzania with over 30 years of experience. The company specializes in aggregate supply, block making, limestone mining, and ready-mix concrete production. As a key distributor of Twiga Cement, VGK plays a vital role in supporting the country's construction sector. In my role as an SME Accountant, I am responsible for managing financial records, overseeing transactions, manage inventory and ensuring compliance with accounting standards. I assist in preparing financial reports, reconciling accounts, and supporting the company's financial decision-making processes. Inspite my role as an accountant I also manage small and medium sized enterprises owned by the company which includes restaurant, lounge, photographic center, warehouse and real estate (office space). Where I ensure all enterprises have enough cash flow for day-to-day transactions, solve arising problems and supervise all employees. My experience at VGK has strengthened my expertise in financial management, inventory and provided me with valuable insights into accounting and management.

CURRENT WORK PLACE

I am currently working as a Tax Consultant at B6 GROUP, a professional consulting firm specializing in taxation advisory, compliance, clearing and forwarding services. My role involves providing expert support to clients on various tax matters, including the preparation and submission of statutory returns to the Tanzania Revenue Authority (TRA), assisting with Tanzania Investment Centre (TIC) applications and compliance processes, as well as managing employee statutory contributions such as PAYE (Pay as You Earn), WCF (Workers Compensation Fund), NSSF (National Social Security Fund), SDL, Co-operate and various withholding taxes. I also participate in tax planning, audit assistance, risk assessment, and liaising with regulatory bodies to ensure full client compliance and minimize exposure to tax penalties.

This position has strengthened my practical knowledge of Tanzanian tax laws, audit and enhanced my ability to deliver efficient and accurate consulting solutions under strict deadlines.

ADDITIONAL SKILLS/ COMPUTER SKILLS

International marketing basics

Hyper growth Entrepreneurial studies online student

Competent in general computer application knowledge in the following system software:

1. Power Point
2. MS Excel
3. MS Word
4. Quick Book
5. Nest
6. Tally
7. THL Accounting

Behavioral Competencies and Interests

- Self-motivated and result oriented
- Confident and reliable team player
- Manageable and understanding
- Work Under minimum supervision
- Enjoys work across any cultural
- Social Media Knowledge (Instagram, TikTok, Twitter, YouTube, WhatsApp, LinkedIn)
- Flexible

HOBBIES

- Writing (Novels and Script), Singing, Designing
- Exercising
- Reading
- Traveling
- Sports
- Photography
- Volunteering
- Gardening

REFEREES

1. MR. ALEX BANZI
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4. GLORIA MATEMU
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