

HUMPHREY ONESMO CHIWANGA



Chiwangahumphrey22@gmail.com



+255 763 725544
+255 676 222346



Dar es Salaam, Tanzania

Professional Summary	Accountant/ business administration officer with two years of experience in accounting and financial management capabilities. Expertise in financial reporting, budgeting and enhancing internal controls. Proven success in reducing costs and improving compliances.
Key Competencies	<ul style="list-style-type: none">Financial reportingStrong Leadership SkillsLedger posting and reconciliationsPetty cash handling and managementAccounts payable/ receivablesMicrosoft officeTax compliance (VAT, PAYE, SDL, WHT)Payroll preparation and managementUser of accounting system (quick book TALLY ERP 9)Statutory reporting and submission (SDL, NSSF & WCF)
Professional experience	<p>ACCOUNTANT (Nov 2023 to Feb 2025) AIRLINES DIRECT LTD (Dar Es Salaam) <u>DUTIES AND RESPONSIBILITIES</u></p> <ul style="list-style-type: none"><input type="checkbox"/> manages accounts payables and receivables<input type="checkbox"/> Daily receipt of cash and bank banking's<input type="checkbox"/> preparing monthly financial reports and forecasting<input type="checkbox"/> Maintain cash book<input type="checkbox"/> Maintain compliance with all company policies and procedures<input type="checkbox"/> Monitor bank accounts online<input type="checkbox"/> Sales supervision<input type="checkbox"/> Maintain the payroll <p>ACCOUNTANT (January 2022 – November 2023) GAYO INTERNATIONAL (Dar es Salaam), P.O Box 65265, DSM <u>DUTIES AND RESPONSIBILITIES:</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Petty Cash Management and Reporting<input type="checkbox"/> Assisting adherence to Internal controls.<input type="checkbox"/> Responsible for monthly management reporting.<input type="checkbox"/> Responsible for Maintenance and updating of fixed asset register.<input type="checkbox"/> Handling GL reconciliations<input type="checkbox"/> Managing Payroll System and ensure remittance of Statutory Deductions<input type="checkbox"/> Data Posting into Accounting System (Quick Books)

<p>Education and trainings</p>	<p>BACHELOR OF BUSINESS MANAGEMENT), 2021 <i>(Major: Business)</i> Institute of rural development planning, (<i>Dodoma, Tanzania</i>)</p> <p>ADVANCED SECONDARY EDUCATION), 2018 <i>(Major: economics)</i> Bunda secondary school, (<i>Mara, Tanzania</i>)</p> <p>CERTIFICATE OF SECONDARY EDUCATION, 2011 <i>(Major: book- keeping and commerce)</i> ungwasi Secondary School, (<i>Kilimanjaro, Tanzania</i>)</p>
<p>Languages & Skills</p>	<ul style="list-style-type: none"> ♦ English: Fluent, Kiswahili: Native Language ♦ Computer: Tally ERP, quick book, ♦ Driving: license class A & D
<p>Referees</p>	<p>1. SAIDI MNYONE Commercial manager Airlines direct ltd P.O BOX Dar es salaam Tel: +255 713 046 904</p> <p>2. Chrispin Sukwa Chief Executive Officer MATOBORWA Company Limited P.O BOX 32252 Dodoma Tel: +255 677 685 220</p> <p>3. Galinoma Lubawa Lecturer Institute of Rural development P.O BOX, DODOMA Tel: +255 783 985 959</p>