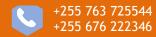
HUMPHREY ONESMO CHIWANGA



Chiwangahumphrey22@gmail.com





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

- Financial reporting
- Strong Leadership Skills
- Ledger posting and reconciliations
- Petty cash handling and management
- Accounts payable/ receivables
- Microsoft office

- Tax compliance (VAT, PAYE, SDL, WHT)
- Payroll preparation and management
- User of accounting system (quick book TALLY ERP 9)
- Statutory reporting and submission (SDL, NSSF & WCF)

Professional experience

ACCOUNTANT (Nov 2023 to Feb 2025)

☐ Handling GL reconciliations

AIRLINES DIRECT LTD (Dar Es Salaam)

<u>DUTIES AND RESPONSIBILITIES</u>
☐ manages accounts payables and receivables
☐ Daily receipt of cash and bank banking's
☐ preparing monthly financial reports and forecasting
☐ Maintain cash book
☐ Maintain compliance with all company policies and procedures
☐ Monitor bank accounts online
☐ Sales supervision
☐ Maintain the payroll
ACCOUNTANT (January 2022 - November 2023)
GAYO INTERNATIONAL (Dar es Salaam), P.O Box 65265, DSM
DUTIES AND RESPONSIBILITIES:
☐ Petty Cash Management and Reporting
☐ Assisting adherence to Internal controls.
☐ Responsible for monthly management reporting.

☐ Responsible for Maintenance and updating of fixed asset register.

☐ Data Posting into Accounting System (Quick Books)

☐ Managing Payroll System and ensure remittance of Statutory Deductions

Education and trainings

BACHELOR OF BUSINESS MANAGEMENT), 2021

(Major: Business)

Institute of rural development planning, (Dodoma, Tanzania)

ADVANCED SECONDARY EDUCATION), 2018

(Major: economics)

Bunda secondary school, (Mara, Tanzania)

CERTIFICATE OF SECONDARY EDUCATION, 2011

(Major: book- keeping and commerce)

ungwasi Secondary School, (Kilimanjaro, Tanzania)

Languages & Skills

• English: Fluent, Kiswahili: Native Language

Computer: Tally ERP, quick book,

Driving: license class A & D

Referees

1. SAIDI MNYONE

Commercial manager Airlines direct ltd P.O BOX Dar es salaam

Tel: +255 713 046 904

2. Chrispin Sukwa

Chief Executive Officer MATOBORWA Company Limited P.O BOX 32252 Dodoma

Tel: +255 677 685 220

3. Galinoma Lubawa

Lecturer Institute of Rural development P.O BOX, DODOMA Tel: +255 783 985 959