
SUDI JUMA

Contact Address

Mobile: +255 676792962

+255 748034019,

Email| sudijuma892@gmail.com, jssudi@jadon.co.tz.

Dar-Es-Salaam, Tanzania.

Personal Information.

Nationality: Tanzanian
Resident of: Dar-es-Salaam
Birth date: 28 June 1992.

Skills & IT Proficiency-Accounting Packages & Computer Software.

- a) SAGE ERP
- b) EIGHTYSKY MANAGERS
- c) TALLY ERP
- d) KNOWLEDGE OF MICROSOFT EXCEL, WORD, POWER POINT, OUTLOOK.

Professional membership, Workshops, Seminars & Trainings.

- 1.ID'S seminar on tax compliance at Twiga house October 2021
- 2 TANZANIA ASSOCIATION OF ACCOUNTANTS (TAA) **8 CPE** Hours Theme, New Tax Updates at BOT Hall for 2019.
- 3 TANZANIA REVENUE AUTHORITY (TRA) participating in Tax Education Theme, Tax Laws, New VAT System administered by TRA at Anatagro Hall.

COMPETITIVE ADVANTAGE.

A Skilled accountant with **3+ reputable industry experiences** in the field.

Throughout my career I have demonstrated the highest levels of service and commitment to the mission of any organization I have worked for. Thus if you are looking for a well grounded professional, Please contact me to arrange an interview. I am eager to learn more about how your organization can benefit from my contribution. I believe that I would make a valuable asset to your team and I offer my resume for your review.

I am a systematic and well-organized with strong attention to detail, a mathematical acumen and hold GAAP knowledge. I am seeking a challenging and growth-oriented position where field expertise, resourcefulness and diligence can make a positive impact on your business operations.

5. Work Experience **(company name with primary duties and tasks.)**

1. Finance Manager at Jadon Ltd 1 February 2022 to present.

- Support the efficient operations of the finance department by assisting with a wide range of administrative and accounting functions.
- Create, manage budgets and monitor spending.
- Managing and controlling of company's Fixed Assets Register i.e. track fixed assets, computing depreciation, amortization, and account for gain/loss on assets disposals.
- Complete ratios, trend and cash flow analysis and create projections. Monitor and control cash flows.
- Manage purchase and payment plan to suppliers, vendors. Audit and make corrections on the appropriateness of all expense accounts
- Use of accounting packages to record, interpret and produce reports i.e. EIGHTYSKY MANAGERS
- Reconcile petty cash, imprest accounts, and routine review of staff advances and loans
- Review the trial balance report daily, and check if there is an account which has over-drafted, then find out the problem

2. Accounting & Auditing works (Out side jobs)

Being employed with Jadon Ltd I am also working as independent accountant majoring in Accounting, auditing and taxation in the following companies.

- Kimsaf investment Ltd
- Michelle food and beverages
- Bahebry Building materials
- Tanzania woodworks Ltd
- Microsystems Ltd
- Jensen & Kelly Ltd
- Clean Electrical suppliers
- Shunguri company Ltd
- Azonto
- BWB Attorney's
- Garland center
- Likusam company Ltd

3. CCB AND PARTNERS. 1 January 2019 To 30 December 2021.

- Preparation and maintenance of payroll (Master Data) and make payment to casual worker including verification of task completed
- Preparation of the budget forecast
- Planning on company spending and advice the management on spending
- Maintain transactional and accounting records then generate financial reports on weekly, monthly, quarterly, and annually basis.
- Preparation and filling of all statutory returns to TRA, NSSF such as VAT Returns, Corporate Tax, PAYE and other withholding taxes.
- Check the numerical accuracy and proper authorization of the transactions.

- Administer the assistants on follow up of receivables, cheques banking and the daily accounts reconciliation.
- Prepare and supervise accounting vouchers to capture daily expenses on journal books.
- Perform weekly and monthly reconciliation on all company accounts.
- Design and implement solution to various problems facing company revenue and expenses.
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4. Assistant Auditor at Techno auditors from 1st August 2018 To 31 December 2018.

- Design, implement and do close monitoring of the internal controls to safeguard company assets including Cash and Non-current assets.
- Advise on the credit payment period against suppliers as well as aging cycle.
- Ensure that all expenses are properly authorized and retired.
- Review and re-calculate payroll arithmetical accuracy.
- Journalising all transactions into the prime book of accounts, then into software (Tally)
- Ensure all financial reports are properly filed and submitted before deadlines to the management.
- Making all the payments on behalf of the organization after they have been approved.
- Ensure statutory compliance with laws such as PAYE, TAX & NSSF.
- Custodian of all Assets and their respective documents as well as cell phones.
- Be the custodian of petty cash fund to be held in the office.
- Reconciling monthly Bank and Mobile money accounts.
- Give a piece of advice to management on accounting issues
- Get involved in various fund raising initiatives and keep proper records and follow up on pledges.

Educational Background.

- Post graduate diploma in Taxation (PGDT) Institute of Tax Administration
Date **2021 - Ongoing**
Location **Dar es Salaam.**
- Course name **Bachelor of Commerce in Accounting - BCOM**
Institute **University of Dar es Salaam**
Dates **2014 - 2018**
Location **Dar es Salaam.**

Language Proficiency.

Language	Level
English	Fluent speaking and writing
Swahili	Fluent speaking and writing

Referees.

CHRISTINA BUCHUMADSM
Mobile Number: 0784360014

STEPHEN MARTIN KINGU
60163 DSM
Mobile Number: 0754710087

OLIVA LYIMO60163 DSM
Mobile Number: 0719095486

Certification:

I undersigned, certify that to the best of my Knowledge and belief, these data correctly describe my qualification, my experience and me.

SIGNATURE:

DATE: 8th November 2021.
