Jay Ashok Shivram

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Professional Summary

Detail-oriented accountant with practical experience in preparing financial statements, managing tax processes, and posting financial transactions using Tally Software, along with basic familiarity with Zoho Books for personal financial management. Skilled in maintaining accurate financial records, ensuring compliance with Tanzanian tax regulations, and meeting strict reporting deadlines. Proficient in Excel and Word, with strong ICT knowledge including networking basics, system management, troubleshooting, and leveraging technology to improve workplace efficiency. Currently pursuing the ACCA qualification through self-study to enhance expertise in accounting, auditing, and finance, and seeking opportunities to further develop and apply my skills in the accounting field.

Employment History

Accountant – Mars Financial Consultants February
2023 — Present
- Preparation of financial statements and annual financial reports for clients
- Posting, reviewing, and updating accounting entries in Tally Software
- Filing and management of VAT, PAYE/SDL, and Withholding Tax
- Ensuring accurate record-keeping and compliance with statutory requirements
- Providing quarterly updates to clients on financial and tax positions
- Daily use of Excel and Word for accounting tasks and reporting
- Compliance work using TRA, WCF, and NSSF online platforms
- Providing ICT support, troubleshooting technical issues, and assisting staff with technology-related challenges to ensure smooth operational workflow.

Education

Association of Chartered Certified Accountants (ACCA)
Self Study | December 2022 — Present

Foundation in Accountancy (FIA) – Financial and Business Training Centre (FBTC), Dar es Salaam
January 2020 — December 2021

Certificate of Secondary Education (CSEE) – Shaaban Robert Secondary School, Dar es Salaam
January 2016 — December 2019

Primary Education – Little Angels Primary School, Dar es Salaam January
2009 — December 2015

Courses
Tally Beginners Course – Power Computers (February 2020 — March 2020)

Languages
English, Gujarati, Hindi, Kiswahili.

Skills
- Self Learnt Strong ICT/IT Skills (networking, system management, troubleshooting)
- Tally & Accounting Software
- Microsoft Excel
- Microsoft Word & PowerPoint

Hobbies
Cricket, Photography, Badminton