

CURRICULUM VITAE

QUEEN CHARLES KIMAMBO

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PERSONAL INFORMATION

Full Name: Queen Charles Kimambo **Date of Birth:** 25th September 1996
Gender: Female **Marital status:** Married
Nationality: Tanzanian **Language:** Fluent in written and Spoken English and Swahili.

ACADEMIC QUALIFICATIONS

- **University Education**

2016-2019 Mzumbe University - Bachelor in Accounting and Finance in Public Sector

- **Advanced Secondary Education**

2014-2015 Machame Girls Secondary School - Pure Mathematics, Economics and Geography

- **Ordinary Secondary Education**

2010-2013 Lomwe High School

- **Primary Education**

2003-2009 Lyakombila Primary School

PROFFESIONAL QUALIFICATIONS

A Certified Public Accountant CPA (T).

ADDITIONAL SKILLS

- **Computer Skills:** I have knowledge in Microsoft Office programs including Microsoft word, Microsoft Power Point and Microsoft Excel; Endnote and SPSS statistics Program.
- **Experience in working with online tools including:** Zoom meetings, Microsoft teams, one drive, google drive and we transfer.
- **Driving skills:** Possessing a valid driving license.
- **Interpersonal Skills and character:** Team Player, Leadership skills, Emotional Intelligence skills, Integrity, confidentiality, strong communication skills, ability to work under pressure, and proactive.

WORKING EXPERIENCE

- **April 2024 - to date – Working an Assistant Head of Finance at iTrust Finance Limited a registered company as Broker, Financial advisor and Fund managers** performing the following tasks,
 - Preparing daily snapshots
 - Preparing monthly and quarterly financial reports
 - Review general ledgers for transactions posted in the Flex cube accounting system
 - Review and reconcile transactions posted in Lock-minds and Flex-cube system.
 - Withholding tax reconciliation.
 - Review of bank reconciliations
 - Maintenance of Fixed Asset Register (FAR)
 - Control over petty cash
 - Perform trade reconciliations.
 - Review of expenditure payment vouchers to ensure they are properly supported.
 - Ensuring compliance across the company by Filing of Value Added Tax (VAT) returns, PAYE, Skills Development Levy (SDL), NSSF, Workers Compensation Fund (WCF), provisional returns and final return.
 - Ensuring compliance with the International Financial Reporting Standards (IRFS)
 - Provide technical assistance to the accountants
 - Ensure internal control procedures are properly followed on a daily basis.
 - Assist the Head of Finance in handling interim and internal audits.

- **September 2019 – to March 2024:** Worked as a Senior Auditor at Auditax International performing the following tasks.
 - Audit of all areas of the financial statements such as controls over cash and bank balances including review of bank reconciliations and petty cash control.
 - Review of expenditure ensuring they are properly supported with an approved payment voucher follow procurement procedure and attached with other supporting evidence such as EFD receipts.
 - Review of revenue and mode of recognition in the financial statements.
 - Review of account receivables i.e prepayments, travel advances, Imprest and trade receivables
 - Review of accounts payable such as payments to suppliers to check if they are properly supported and classified.
 - Review of Property plant and equipment, review accuracy of reported depreciation, review frequency of verification as required by the manual, as well as custody of organizations assets.
 - Review of payroll costs, reviewing whether the statutory deductions are remitted on time i.e PAYE, SDL, WCF and NSSF.
 - Review of organizations Financial, Procurement and Human resources policies and recommend areas which need improvement to ensure strong internal controls within organizations.
 - Review of Strategic Plans to establish gaps for improvements
 - Review project and organizational budgets, budget vs actual analysis on budget implementation to check if expenditures are incurred as budgeted for.
 - Review of Donor contracts and organization's compliance with the Donor requirements on project implementation.
 - Review of Risk Register to check if organization reduce risk to the minimum acceptable level.
 - Review of compliance with various Laws and Regulatory Boardie's such as NGO board, OSHA, Tanzania Revenue Authority.
 - Review of sub awards budget, ensuring liquidation on the approved period of time.
 - Conducted spot checks
 - Review of financial statements to ensure that they are prepared following the guidance of International Public Sector Accounting standards (IPSAS) or International Financial Reporting Standard (IFRS)
 - On closure of the accounting period, attend stock count and prepare a constructive report
 - Review of other team members working papers as well as provide technical assistant to the team during audit.
 - Preparation of Management report together with follow-up on previous audit findings.
- Performed the above roles to over thirty (30) Non-Governmental Organizations, such as ICAP, Women Fund, TGNP, T-Marc, HACOCA, IRC, NRC, Femina Hip, TAWLA and UNICEF, over 20 companies example Plasco Limited, K-Finance limited, Afya Microfinance, TAHA Fresh Limited, Laiki Technology and Tujijenge Microfinance and over 7 government offices example LATRA, NIMR, Tanzania Postal Corporation and Tanzania Atomic Energy Commission (TAEC).
- Performed other roles under advisory department such as registration of companies, change of particulars of companies, application and renewal of business licenses and windup of companies.

TRAININGS

- **4th July 2024 to date:** Taking an online course of advanced excel.
- **3rd March 2024:** Certificate of online course completion on Data Quality provided by USAID.
- **25th February 2024:** Certificate of online course completion on Case Management of childhood illness provided by USAID.
- **13th January 2024:** Certificate of online course completion on HIV/AIDS Legal and Policy requirements for USG funded activities provided by USAID.
- **20th December 2023:** IPSAS and IFRS overview and major changes during the year 2023.
- **5th May-9th May 2022:** Certificate of completion of Training of USAID and CDC financial management and compliance 2022 and beyond online conducted by USAID.
- **9th May-10th May 2022:** Certificate of completion of Training of 5 most current hot topics for compliance and audit issues for USAID and CDC partners online conducted by USAID.

REFEREES

- **Baraka Moshi**
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