

# CURRICULUM VITAE (C.V)

AYOUB MOGASSA

P.O.BOX 3006, Mwanza, Tanzania, Mob: +255 713 372 221/+255 747 841 111, Email; ayoub13@yahoo.com

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## PERSONAL DETAILS

**Nationality:** Tanzanian

**Language:** English & Swahili

**Date of Birth:** 15/7/1984

**Place of Birth:** Mwanza

**Gender:** Male

**Marital Status:** Married

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## COMPUTER SKILLS

### Microcomputer Application

- Microsoft Outlook
- Microsoft Word
- Microsoft Excel
- Microsoft Power point
- Internet and Email

### Accounting Package

- Tally
  - Quick Book
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## EMPLOYMENT EXPERIENCE

### Accountant

FRANKFURT ZOOLOGICAL SOCIETY

FEB – 2019 > TO DATE

### Duties

- Receives the prepared invoices for payments and verifies that the supporting documentation according to Rules on Financial Management
- Verifies that the approval sticker is attached to each invoice, is properly filled in and signed according to List of signatories and Rules on Financial Management
- Verifies that invoices issued by suppliers match the basic controls criteria;
- Performs end of month Reconciliations and accounting closure every month
- Preparation of monthly bank reconciliation for approval by the F&A manager;
- Prepares the monthly forecasts for approval by the F&A manager;
- Preparation of quarterly balance confirmations, and ensuring timely feedback to the audit unit
- Monitors the cash needs and the forecasts for Kibondo office, and assists in case of need;
- Supports the F&A Manager in the preparation of the monthly forecast;
- Collects on monthly basis invoices with VAT to be recovered and organises all necessary paperwork for submission to relevant government authorities, ensures the follow-up to get reimbursements on due time,
- Supervises the proper filing and archiving of all accounting documents.

## **Project Accountant Assistant**

FRANKFURT ZOOLOGICAL SOCIETY | Mara

SEPT – 2016 > JAN 2019

### **Duties**

- Implementation of the FZS accounting and procurement policies and procedures, preparation of accounts for good project management, reporting and auditing of the Project.
- Post all financial transactions into the computer accounting records, within 48 hours of transaction
- Maintain and update fixed asset register
- Support the Project Accountant to ensure appropriate tax is paid or tax exemption is obtained for all purchase and consulting contracts
- Monitor the available budget for Projects and provide information on budget management to Project Technical Advisors and Project Manager
- Prepare financial statements as requested for external donors
- Regularly liaise with the Project Accountant and if necessary with other FZS ARO Accountants.
- Ensure that the FZS-SEMA Wasso office projects' financial statements are true.
- Assist in Performing bank reconciliation
- Ensure that sufficient petty cash is available at all times
- Ensure imprest requests or retirements are in compliance to FZS financial policy and procedures
- Check all accounts entries are made on a weekly to monthly basis as required and ensure entries are also checked by the Project accountant and/or Project Leader
- Ensure that cash vouchers and receipts have been completely filled and correctly coded. If not completely coded, inform relevant person to assign appropriate codes.
- Ensure that all expenditure and receipts are accompanied by appropriate supporting documentation and take appropriate action to obtain missing documentation.
- Ensure proper filing of all financial documents

## **Project Cashier**

SOS CHILDREN'S VILLAGES TANZANIA | Arusha

NOV – 2013 > AUG 2016

### **Duties**

- Oversees ,guides and controls financial matters ensuring that the project operates in accordance with financial policies and procedure of SOS children village international and are in line with the Generally Accepted Accounting Principles (GAAP)
- Receive payment by cash or cheque and issue receipts, refunds, credit or change due and ensures that payment are genuine, are properly supported and accounted for and all receipts are properly documented and timely banked
- Checking daily cash accounts and maintaining monthly. Weekly and daily report of transaction by handling all the cash transaction of an organization
- In consultation with the project accountant supports the project heads to prepare and develop their annual budgets
- Checks all cash and bank registers and their related vouchers monthly for accuracy, ensuring they are correctly reconciled, expenses are correctly coded and all supporting document are available and Checks bank and cash registers of all the project account and the bank statement of accounts and prepares reconciliation statement monthly.
- Assists the establishment of proper store-keeping records and procedure. Conducts regular checks of all stores of the entire project and verifies physical balance with the stock cards balance.
- Conduct various spot check within the project (petty cash, sales, fees collection, donation and billing)
- Ensures that all measures to strengthen internal control as recommended by auditors in various audit report are implemented and adhered accordingly.
- Proposes budget adjustments/reallocation, if necessary, for approval
- Regularly monitors the budget balances against the expenses and advises to ensure that budget allocations are not surpassed, and that all expenses are within the budget limits.
- Regularly checks the accuracy of all bills (telephone, electricity bills, maintenance claims)
- Prepare and Maintain fixed asset register and asset movement register
- To deal with daily transactions for the petty cash including preparing petty cash voucher, coordinates approval, monthly cash count and ensure that reconciliations are completed on a daily basis,
- To receive, file and process all invoices, expense forms and requests for payment and to ensure all filing is done in a timely and accurate manner, preparation of LPO,GRN and GIN

## **Assistant Internal Auditor**

INFINITY CONSULTANCY LTD | Dar Es Salaam

JUNE – 2011 > NOV – 2013

### **Duties**

- To assess the operating effectiveness of internal controls (segregation of duties authorization of transactions and account reconciliations)
- Bank reconciliation verification
- Check Budgetary control process
- Petty cash system audit
- Check Posting of entries in the accounting system
- Verification and cross checking of all bills or invoices received
- Check Filing and archiving of financial documents
- Confirmation of salaries and wages reports and workings
- To ensure that company is in compliance with national legislation: PAYE/SDL, VAT and NSSF/PPF
- Generating monthly internal audit report

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## **PROFESSIONAL QUALIFICATION**

**2023 – 2023: National Board of Accountants and Auditors [NBAA]**

**International Public Sector Accounting Standard [IPSAS]**

**2020 – 2021: National Board of Accountants and Auditors [NBAA]**

**Certified Public Accountant [CPA]**

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## **EDUCATION BACKGROUND**

**2021 – 2024: University of Dar Es Salaam [UDSM]**

**Master of Business Administration [MBA]**

**2014 – 2015: Institute of Accountancy Arusha [IAA]**

**Post Graduate Diploma in Banking and Finance [PGDBF]**

**2007 – 2010: Institute of finance management [IFM]**

**Advanced Diploma in accountancy [ADA]**

**2005 – 2007: Azania Secondary School**

**Advanced Certificate of Secondary Education Examination [ACSEE]**

**Economic, Commerce and Accountancy [ECA]**

**2001 – 2004: Taqwa Secondary School**

**Ordinary Certificate of Secondary Education Examination [CSEE]**

**[Commerce and bookkeeping]**

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## PERSONAL INTERESTS

- Reading newspapers, Listening music and news / watching television
  - After work Frequent user of internet for both academic and leisure purpose
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## REFERENCES

1. Mr. Njikaria Mrema  
Senior Bank Officer  
NMB Bank Plc  
P.O.Box 9213, Dar es Salaam  
Mob; +255713436639  
Email - [njikalia.mrema@nmbtz.com](mailto:njikalia.mrema@nmbtz.com)
2. Mr Leonard Leopord  
Managing Partner  
DKL Consultants  
Mob; +255714552681  
Email - [leonard@dklconsultants.com](mailto:leonard@dklconsultants.com)
3. Mr. Christopher Ayo  
ICT Coordinator & Child Focal Personal  
SOS Children's Villages Tanzania  
P.O.Box, Arusha  
Mob; +255762126168,  
Email - [christopher.ayo@sos-tanzania.org](mailto:christopher.ayo@sos-tanzania.org)
4. Mr. Sylvester Bwasama  
Community Conservation Officer  
Frankfurt Zoological Society  
P.O.Box, Mara  
Mob; +255756767498  
Email - [sylvester.bwasama@fzs.org](mailto:sylvester.bwasama@fzs.org)

THE UNITED REPUBLIC OF TANZANIA  
THE NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS  
NBAA



**DIPLOMA IN IPSAS**

This is to certify that

**AYOUB MOGASSA**

*has successfully completed the*

**Diploma in**

**International Public Sector Accounting Standards  
(IPSAS)**

*examination requirements of the Board in*

*August, 2023*

*and is now eligible to be awarded a certificate of completion*

*Given on this 30<sup>th</sup> day of September, 2023*

A handwritten signature in red ink, appearing to read 'Ayub Mogassa', written over a horizontal line.

Chairman

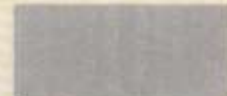


A handwritten signature in green and orange ink, written over a horizontal line.

Executive Director

Serial No. 0841

NBAA2023/DI14/1068



THE UNITED REPUBLIC OF TANZANIA  
THE NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS  
NBAA



Certificate of Completion of the  
**Certified Public Accountant [CPA (T)] Examinations**

*This is to certify that*

**AYOUB MOGASSA**

*has successfully completed the  
Certified Public Accountant  
Examination requirements of the Board in*

**February, 2022**

*and is now required to undergo a three years work experience  
before being eligible for full membership of the profession*

*Given on this 1st day of October, 2022*

Chairman

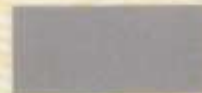


Executive Director

Serial No. 9354

NBAA/CR No. 028063

This is a secure document incorporating  
special papers and inks.  
Not Valid without NBAA hologram.  
Hold to the light to verify the BMT watermark  
and the "GENUINE" window thread.  
Issued without any alterations or erasures



PGD 2015/002

THE UNITED REPUBLIC OF TANZANIA  
INSTITUTE OF ACCOUNTANCY ARUSHA



*This is to certify that*

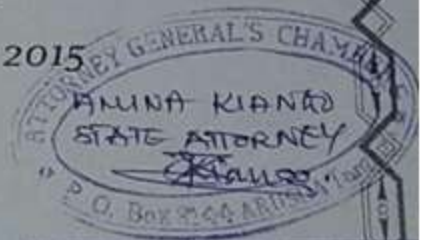
*Ayoub Mogassa*

Reg. No. PGDBF/0024/T.2014

*has been awarded the*

*Postgraduate Diploma in  
Banking and Finance*

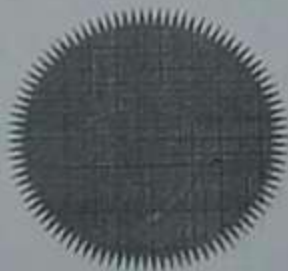
*at a congregation held on the  
20<sup>th</sup> day of November in the year 2015*



CERTIFIED TRUE COPY  
OF THE ORIGINAL

30.8.2015

CHAIRPERSON OF THE  
GOVERNING COUNCIL



RECTOR

**THE UNITED REPUBLIC OF TANZANIA  
INSTITUTE OF ACCOUNTANCY ARUSHA**

P. O. Box 2798, ARUSHA, TANZANIA  
Telephone: +255 27 2501416 / 25496605 / 25496606  
Website: [www.iaa.ac.tz](http://www.iaa.ac.tz)

Fax: +255 27 2549421  
E-mail: [iaa@iaa.ac.tz](mailto:iaa@iaa.ac.tz)



**ACADEMIC TRANSCRIPT**

<b>AWARD HOLDER</b>	<b>BIRTH DATE</b>	<b>SEX</b>	<b>REGISTRATION NO.</b>	<b>DATE OF ENTRY</b>
MOGASSA, Ayoub	15.07.1984	Male	PGDBF/0024/T.2014	October, 2014
<b>PROGRAMME FOLLOWED</b>	Postgraduate Diploma in Banking and Finance			
<b>SPONSOR : PRIVATE</b>	<b>DATE OF COMPLETION</b> November, 2015			

**EXAMINATION RESULTS**

SEMESTER I RESULTS		GRADE	SEMESTER II RESULTS		GRADE
1. PDBF 101 Accounting for Managers and Bankers I		B+	1. PDBF 208 Investment		B+
2. PDBF 104 Laws and Ethics of Financial Institutions		A	2. PDBF 211 Risk Management		A
3. PDBF 105 Strategic Marketing Management		A	3. PDBF 207 Accounting for Managers and Bankers II		A
4. PDBF 106 Credit Management		A	4. PDBF 210 Treasury Management		A
5. PDBF 102 Corporate Finance		A	5. PDBF 213 Financial Services		A
6. PDBF 103 Bank Operations		B+	6. PDBF 212 E-Commerce and Banking		B+
			7. PDFM 212 Project Management		B+
			8. PDFM 103 International Finance		A
<b>SEMESTER I MEAN : A</b>			<b>SEMESTER II MEAN : A</b>		

**OVERALL RESULTS MEAN: A**  
**AWARD: POSTGRADUATE DIPLOMA IN BANKING AND FINANCE**

*Key to grading:*

A	70 - 100	Excellent
B+	60 - 69	Very Good
B	50 - 59	Average
F	0 - 49	Poor (Fail)

**DIRECTOR OF POSTGRADUATE STUDIES**

*(Signature)*  
DIRECTOR OF POSTGRADUATE STUDIES RESEARCH

5. CONSULTANCY  
INSTITUTE OF ACCOUNTANCY ARUSHA  
P. O. Box 2798, ARUSHA, TANZANIA  
TEL: 254 9412; FAX: 254 9421



THE  
INSTITUTE OF FINANCE MANAGEMENT  
DAR ES SALAAM, TANZANIA



ADVANCED DIPLOMA

*This is to certify that*

*Ayoub Mogassa*

Having successfully completed the examinations  
and satisfied all other requirements of the Council  
is hereby awarded

The Advanced Diploma in

*Accountancy*

*Lower Second*

Classification

*Mwamba*  
CHAIRMAN OF  
COUNCIL

PRINCIPAL OF  
INSTITUTE

No. 07704

DATE 26-11-2010



GRANTED AS A TRUE COPY Institute of Finance Management  
OF THIS ORIGINAL

50

Chao Jia Usmanandi see Fedha

Name of Candidate: F. Usmanandi  
 Designation: Assistant Officer  
 Signature: [Signature]  
 Date: 01/11/2019

P.O. Box 5018, Dar es Salaam, Tanzania  
 Tel: 255 22 219 2114, 222 14177 Fax: 22 219 2222  
 E-mail: info@ifm.ac.tz or principal@ifm.ac.tz

ACADEMIC TRANSCRIPT

Last Name: USMANANDI  
 First Name(s): CHAO JIA  
 Gender: MALE  
 Date of Birth: 1984-05-10  
 Nationality: TANZANIAN

Course: ACCOUNTING

Registration Number: 1001  
 Year Admitted: 2007  
 Year Completed: 2019

Matriculation Number: 00000000000000000000  
 Date of Issue: 01/11/2019



Year: Semester 1

COURSE CODE	COURSE	CREDIT	GRADE	POINTS
ACCT1	FINANCIAL ACCOUNTING I	5	B	4
COB1	BUSINESS COMMUNICATION SKILLS	2	C	2
COB2	BUSINESS ENGLISH	2	C	2
ECST1	MATHS ECONOMIC	3	B	3
EWRT1	ENGLISH LAW I	3	B	3
SWRT1	SWEDISH INTRODUCTION	2	C	2

Year: Semester 2

COURSE CODE	COURSE	CREDIT	GRADE	POINTS	ANNUAL GRADE
ACCT2	FINANCIAL ACCOUNTING II	5	B	4	2.7
COB3	INTERNATIONAL FINANCE	2	C	2	
COB4	INTERNATIONAL TAXATION	2	C	2	
ECST2	MATHS ECONOMIC	3	B	3	
EWRT2	ENGLISH LAW II	3	B	3	
SWRT2	SWEDISH INTRODUCTION	2	C	2	

Year: Semester 1

COURSE CODE	COURSE	CREDIT	GRADE	POINTS
ACCT3	FINANCIAL ACCOUNTING I	5	B	4
ACCT4	FINANCIAL ACCOUNTING II	5	B	4
ACCT5	FINANCIAL ACCOUNTING III	5	B	4
ACCT6	FINANCIAL ACCOUNTING IV	5	B	4
ACCT7	FINANCIAL ACCOUNTING V	5	B	4
ACCT8	FINANCIAL ACCOUNTING VI	5	B	4
ACCT9	FINANCIAL ACCOUNTING VII	5	B	4
ACCT10	FINANCIAL ACCOUNTING VIII	5	B	4
ACCT11	FINANCIAL ACCOUNTING IX	5	B	4
ACCT12	FINANCIAL ACCOUNTING X	5	B	4

Year: Semester 2

COURSE CODE	COURSE	CREDIT	GRADE	POINTS	ANNUAL GRADE
ACCT13	FINANCIAL ACCOUNTING XI	5	B	4	2.7
ACCT14	FINANCIAL ACCOUNTING XII	5	B	4	
ACCT15	FINANCIAL ACCOUNTING XIII	5	B	4	
ACCT16	FINANCIAL ACCOUNTING XIV	5	B	4	
ACCT17	FINANCIAL ACCOUNTING XV	5	B	4	
ACCT18	FINANCIAL ACCOUNTING XVI	5	B	4	

Year: Semester 1

COURSE CODE	COURSE	CREDIT	GRADE	POINTS
ACCT19	FINANCIAL ACCOUNTING XVII	5	B	4
ACCT20	FINANCIAL ACCOUNTING XVIII	5	B	4
ACCT21	FINANCIAL ACCOUNTING XIX	5	B	4
ACCT22	FINANCIAL ACCOUNTING XX	5	B	4
ACCT23	FINANCIAL ACCOUNTING XXI	5	B	4
ACCT24	FINANCIAL ACCOUNTING XXII	5	B	4
ACCT25	FINANCIAL ACCOUNTING XXIII	5	B	4
ACCT26	FINANCIAL ACCOUNTING XXIV	5	B	4
ACCT27	FINANCIAL ACCOUNTING XXV	5	B	4
ACCT28	FINANCIAL ACCOUNTING XXVI	5	B	4
ACCT29	FINANCIAL ACCOUNTING XXVII	5	B	4
ACCT30	FINANCIAL ACCOUNTING XXVIII	5	B	4

Year: Semester 2

COURSE CODE	COURSE	CREDIT	GRADE	POINTS	ANNUAL GRADE
ACCT31	FINANCIAL ACCOUNTING XXIX	5	B	4	2.7
ACCT32	FINANCIAL ACCOUNTING XXX	5	B	4	
ACCT33	FINANCIAL ACCOUNTING XXXI	5	B	4	
ACCT34	FINANCIAL ACCOUNTING XXXII	5	B	4	
ACCT35	FINANCIAL ACCOUNTING XXXIII	5	B	4	
ACCT36	FINANCIAL ACCOUNTING XXXIV	5	B	4	

OVERALL PERFORMANCE  
 CUMULATIVE G.P.A. 2.5  
 CLASSIFICATION: SECOND DIVISION  
 Note: The G.P.A. is based on A Star System



E.F.123

THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF EDUCATION AND VOCATIONAL TRAINING

# Secondary School Leaving Certificate

SCHOOL ..... AZANIA SECONDARY SCHOOL

SCHOOL'S POSTAL ADDRESS ..... P.O. BOX 9074  
..... DAR ES SALAAM

1. Pupil's name in full ..... AYUB MOGASSA

2. School admission number ..... 24973

3. Sex (M or F) ..... MALE

4. Nationality ..... TANZANIAN

5. Date or year of birth ..... 15TH JULY 1984

6. Date of admission to school ..... APRIL 2005

7. Form to which admitted ..... FORM FIVE

8. Highest form reached ..... FORM SIX

9. Date of leaving school ..... FEBRUARY 2007

10. Remarks ..... A GOOD STUDENT. XXXXXXXXXXXXXXXXXXXX

Date ..... 28TH FEBRUARY 2007

Signature of Headmaster/Headmistress  
and official stamp

*The National Examinations Council of Tanzania*



*Advanced Certificate of Secondary Education*

This is to certify that **AYOUB MOGASSA**

Index No. **S0101-0517**

sat for the Advanced Certificate of Secondary Education Examination

at **AZANIA SECONDARY SCHOOL**

in **FEBRUARY 2007**

and qualified for the award of an

**ADVANCED CERTIFICATE OF SECONDARY EDUCATION**

in Division **THREE**

after attaining the following performance:-

Subject	Grade
GENERAL STUDIES	S (SUBSIDIARY)
BASIC APPL. MATHEMATICS	S (SUBSIDIARY)
ECONOMICS	E (PRINCIPAL)
COMMERCE	E (PRINCIPAL)
ACCOUNTANCY	S (SUBSIDIARY)

\*\*\*\*\*

*K. M. M. M. M. M.*  
Chairperson



*B. M. M. M. M.*  
Executive Secretary

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special inks and paper.  
Hold this document to the light  
to verify a Glareff can be seen  
through the paper.

ACS No 0208080



DEPUTY HEADMASTER  
TAGWA SECONDARY SCHOOL  
MWANZA

E.F.123

THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF EDUCATION AND CULTURE

## Secondary School Leaving Certificate

SCHOOL ..... TAGWA SECONDARY SCHOOL

SCHOOL'S POSTAL ADDRESS ..... P.O. Box 2843

TEL. 2502737

MWANZA

1. Pupil's name in full ..... AYUB MOJASSA

2. School admission number ..... 5203

3. Sex (M or F) ..... M

4. Nationality ..... TANZANIAN

5. Date or year of birth ..... 1984

6. Date of admission to school ..... 2001

7. Form to which admitted ..... ONE

8. Highest form reached ..... FOUR

9. Date of leaving school ..... NOVEMBER 2004

10. Remarks .....

Date 25<sup>th</sup> NOV. 2004

Signature of Headmaster/Headmistress  
DEPUTY HEADMASTER  
TAGWA SECONDARY SCHOOL  
MWANZA

*The National Examinations Council of Tanzania*



*Certificate of Secondary Education*

This is to certify that **AYOUB MOGASSA**

Index No. **S0578-0025**

sat for the Certificate of Secondary Education Examination

at **TAQWA SECONDARY SCHOOL**

in **NOVEMBER 2004**

and qualified for the award of a

**CERTIFICATE OF SECONDARY EDUCATION**

in Division **TWO**

after attaining the following performance:-



Subject

CIVICS  
HISTORY  
GEOGRAPHY  
KISWAHILI  
ENGLISH LANGUAGE  
BASIC MATHEMATICS  
COMMERCE  
BOOKKEEPING  
\*\*\*\*\*

Grade

B (PASS)  
D (PASS)  
C (PASS)  
D (PASS)  
D (PASS)  
D (PASS)  
B (PASS)  
B (PASS)  
B (PASS)

*E. Mwaikambo*

Chairperson



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This is a secure document using  
special inks and paper.  
Hold this document to the light  
to verify a Giraffe can be seen  
through the paper.

*Cyabwa*

Executive Secretary

CS No **0439357**



University of Dar es Salaam Computing Centre



### Certificate

2004-14899

This is to certify that

*Ayoub Mogassa*

has successfully completed course of Instructions in  
**Microcomputer Applications**

### Covering

Introduction to Ms Windows  
Microsoft Word  
Microsoft Excel  
Microsoft Access  
Internet & E-Mail

From 12 February 2007 to 3 April 2007

  
Managing Director

  
Training Manager



