



# SANJEEV KUMAR ROY

DAR ES SALAAM, TANZANIA, PHONE NO. +255 676 786 781  
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## OBJECTIVE

Structured Finance Controller willing and able to go above and beyond to meet individual and team goals. Skilled in leadership and team development, illustrated over 10 years of accounting and management experience.

## CERTIFICATIONS

### CPA – PURSUING-

#### Intermediate

#### (Tanzania)

SAP & ERP

TALLY ERP9.0

TALLY PRIME

QUICKBOOKS

MS OFFICE

## EXPERIENCE

### **FINANCE CONTROLLER**

#### **CAMEO TECHEDGE TZ. SERVICES LTD – DAR ES SALAAM – TANZANIA • SEP 2021 • JULY 2023**

- Prepared monthly reports, account reconciliations, and financial statements.
- Created periodic reports comparing budgeted costs to actual costs.
- Maintained detailed and current records of inventory, personnel activities, and business finances.
- Registered customer information on database to maintain accurate records.
- Managed VAT, Payee & SDL, WCF, and Withholding Tax compliance support and information requests ensuring correct completion of regulatory payments.
- Reviewed internal Purchase & Expenses policy, procedure, and guidance documents and implemented changes in line with TRA compliance requirements.
- Promoted importance of proper regulatory knowledge throughout daily work.
- Prepared VAT, Payee & SDL, WCF, and income tax return filing. Filed tax returns and prepared governmental reports in compliance with strict standards.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Prepared monthly bank reconciliations with 100% accuracy.
- Prepare monthly Profit & Loss, balance sheet accounts for corporate reporting.
- Updated all entries and accounts on accrual basis with Tally ERP9, Tally Prime and Quick Book.

## SKILLS

Operation, Accounts & Finance, Banking, Taxation, Administration & Compliance, Taxation & Audit, Store Management.  
Profit and loss management  
Balance sheet management  
Account reconciliation expert  
Advanced bookkeeping skills  
Tax accounting specialization  
Tax return filing

## BUDGETING AND FORECASTING

- Collaborate with department heads to develop annual budgets and financial forecasts.  
Monitor budgetary performance and report any variances.

## FINANCIAL TRANSACTIONS

- Oversee the day-to-day financial transactions, including accounts payable and receivable.  
Ensure accuracy and completeness of financial records.

## COMPLIANCE

- Stay up to date on relevant accounting standards, regulations, and industry best practices.  
Ensure compliance with local and international financial regulations.

- Generated invoices based on established accounts receivable schedules and terms.
- Compiled general ledger entries on short schedule with 100% accuracy.
- Conducted regular reviews and official audits to validate recordkeeping and controls.
- Trained new employees on accounting principles and company procedures.
- Managed financial updates, watch lists and insurance files.
- Created documents to display financial reports and data using Tally Prime and QuickBooks
- Consulted with representatives of regulatory agencies to complete accurate filings and uphold strict compliance.
- Used Tally and QuickBooks to prepare monthly reconciliation of bank accounts and take corrective actions on deviations.
- Decreased monthly expenditures by 8% through effectively reviewing documents and identifying problem areas.
- Prepared capital expenditure budgets worth over \$1,000,000,000.00/- to effectively manage infrastructure investment and long-term operations.

## SR. ACCOUNTANT

**AL JABER GROUP OF COMPANIES – DAR ES SALAAM - TANZANIA  
(TOP BLAZE TANZANIA LIMITED) • JAN 2019 • JUNE 2021**

- Organized and prepared accounts for industry audits, as well as supporting audit processes.
- Performed general ledger account reconciliations, generated financial statements, and created consolidations.
- Facilitated efficient year-end close process, working collaboratively with Controller and external auditors.
- Completed updates to general ledger by adding latest entries, submitting them accurately and within timeframes.
- Directed month and year-end close duties and accurately administered additions.
- Improved billing system to reduce invoicing time and decrease receivable turn cycles.
- Trained team of 10, Jr. Accountant and Accountant in automating all billing functions by using Tally ERP9.

## **COST ANALYSIS**

- Conducting cost analysis to identify areas for cost savings and efficiency improvements.

Provide

recommendations to management based on financial analysis.

## **AUDIT SUPPORT**

- Coordinate and support internal and external audits.

Prepare necessary documentation and respond to audit inquiries.

## **TAX COMPLIANCE**

- Working to ensure compliance with tax regulations.

Prepare and file tax returns in a timely manner.

## **CASH MANAGEMENT**

- Monitor and manage cash flow to optimize working capital.

Ensure proper funding for ongoing operations and capital projects.

- Posted accounts receivable payments made by cash, cheque, or credit card payments.
- Automated basic accounting procedures to streamline processes and boost efficiency.
- Calculated, prepared, and filed payroll taxes.
- Thoroughly reviewed financial statements and tax audits to correct any discrepancies.
- Prepared monthly and year-end closing statements, financial documents, and invoices.
- Reconciled monthly bank statements and resolved any discrepancies.
- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management and various reconciliations.
- Secured positive customer satisfaction ratings by resolving account issues efficiently.

## **ACCOUNTANT**

### **AL KOBAISI GROUPS – AL HIDD – BHARAIN**

• **MARCH 2017** • **OCT 2018**

- Documented and tracked all expenses on QuickBooks for budgetary purposes.
- Organized and prepared accounts for industry audits, as well as supporting audit processes.
- Facilitated efficient year-end close process, working collaboratively with Controller and external auditors.
- Directed month and year-end close duties and accurately administered additions.
- Communicated with senior management on status of capital appropriations budget.
- Generated quarterly Profit and Loss (P&L) statements to accurately detail company revenues and expenses. Prepared monthly and year-end closing statements, financial documents, and invoices.
- Reconciled monthly bank statements and resolved any discrepancies.
- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management and various reconciliations.
- Investigated and resolved discrepancies in monthly bank accounts ahead of tight deadlines.

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## **ACCOUNTANT**

### **AL HAJRI INDUSTRIAL COMPLEX – AL JUBAIL SAUDI ARABIA**

• **JUNE 2012 • JAN 2017**

- Posted accounts receivable payments made by cash, cheque, or credit card payments.
- Reconciled monthly bank statements and resolved any discrepancies.
- Coordinated month-end closing processes to ensure completion ahead of aggressive deadlines.
- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management and various reconciliations.
- Prepared monthly and year-end closing statements, financial documents, and invoices.
- Gathered critical accounting information, accurately entering data onto QuickBooks system.

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## **PERSONAL DETAILS**

DOB: 13th September 1986.

Languages: English, Hindi,

Arabic & Bengali

Marital Status: Married

Nationality: Indian

Passport No. V8384173

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## **EDUCATION**

### **MBA • FINANCE**

• **JUNE 2012 • SRIIIM**

- Analysis of key processes that influence control and organization management.
- Develop overall team building and leadership qualities to achieve desired organization objectives.
- Implement the concepts of business ethics, integrity, and business ethics.
- Successfully implement the theories and methods for a successful career in this dynamic business world.

### **BBA – ACCOUNTING & FINANCE**

• **MAY 2010 • BURDWAN UNIVERSITY**

- Forecast economic patterns, balance risk, and profitability, and, finally, control their investment portfolios