

CURRICULUM VITAE

Tilya Stewart Gabriel

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Personal Details

- **Date of Birth:** 07th August 1985
- **Gender:** Male
- **Nationality:** Tanzanian
- **Marital Status:** Married

Education & Professional Qualification

- Masters in Business Administration (MBA), Eastern and Southern African Management Institute (ESAMI) (2015 - 2017)
- Bachelor of Arts in Accounting & Finance (BA-AF), Sokoine University of Agriculture (SUA)(2008 - 2011)
- Advanced Certificate of secondary education, Arusha Secondary School (2006 –2008)
- Ordinary Certificate of secondary education, Kolila Secondary School (2002-2005)
- Certificate of primary education, Sango Primary School (1995-2001)

Professional Board/Certifications

- Certified Public Accountant-CPA (T), National Board of Accountants and Auditors Tanzania(NBAA) (2013-2014)
- Registered Tax Consultant, Tanzania Revenue Authority (TRA) (W.E.F October, 2020)

Professional Experience

Organization: WiA Company Ltd (WiACOM)

Position: Chief Finance Officer (CFO)

Period: July 2023 to date

Reporting to: CEO & Board of Directors

Key Responsibilities:

- **Strategy development:** Develop and implement financial strategies, policies, procedures and all necessary internal controls to support overall company objectives and specifically to ensure the company's financial stability and profitability.

- **Reporting:** Prepare and present financial reports, including balance sheets, income statements, cash flow statements/plan, performance vs budget and financial forecast to the CEO and Board of Directors.
- **Planning & Budgeting:** Manage the company's financial planning and budgeting process, including forecasting and analysis of financial trends and performance.
- **Stakeholders' relationship management:** Develop and maintain relationships with the company stakeholders (banks, clients, suppliers, auditors, government departments and other industry regulators).
- **Tax Management:** managing monthly filing, managing tax audits/examination/verification and response to tax authority, advising management on transactional tax implication and compliance arrangements, tax planning, negotiation, adjustments, and all other tax related matters.
- **Risk Management:** identifying company risks, managing risk register and ensure proper risk management for the identified risks are followed across departments.
- **Compliance management:** Ensure compliance with all financial regulations and laws.
- **Leadership:** Provide leadership and guidance to the finance/accounting team and other departments as needed.
- Any other job assigned by the management/board.

Organization: The Institute of Internal Auditors Tanzania (IIAT)

Position: Head-Finance and Administration

Period: March 2022 to June 2023

Reporting to: CEO & Board of Governors

Key Responsibilities:

- Reporting of financial and non-financial information
- Coordinating Strategic planning process
- Budgeting and budget management
- Payroll management
- Tax, Risk and Compliance management
- Administration
- Procurement and logistics
- Contracts management
- Drive the institute investment strategy
- Coordinating external and internal audits functions

Organization: Eminence Group

Position: Finance and Administration Manager (FAM) and Tax Advisor

Responsible for: Eminence Consulting TZ Ltd which provide Human Resources, Payroll management services and tax services to both local and multinational firms and also owner of CFM Radio located in Dodoma town.

Period: September 2020 to February 2022

Reporting to: CEO

Key Responsibilities:

- Financial reporting, analysis and liaise with auditors during statutory, tax, nssf and wcf audit
- Internal control: design, implementation and review
- Tax management and compliances: withholding taxes, employment taxes, VAT and other tax returns filling. Client Tax health checks, transactional tax advise, tax plan and other tax facilitation services to client.
- Payroll management
- Oversee sound and effective systems for projects operations and compliances to project respective policies and procedures
- Budgeting (preparation, control and reporting)
- Authorization of payments documents
- Supervise all bank account activities
- Supervise cash handling, cash movements, cash disbursements and ensure physical cash counts are done as directed
- Supervising procurement activities for clients
- Supervise the team of 2 Accountants, 5 projects coordinators and 2 marketing personnel
- Responsible for staff matters, recruitment, correspondences, procurement and general supervision of office and project operations
- Assets management (additions, disposal, depreciation computation and other updates)
- Carry out any other duties that may be assigned by the management

Organization: Kuringe Real Estate Co. Ltd

Position: Finance and Administration Manager (FAM)

Period: June 2019 to August 2020

Reported to: Managing Director

Roles, duties and Achievements

- Financial reporting, analysis and liaise with auditors during statutory and tax audit
- Tax and Compliance management
- Branches review
- Inventories management
- Budgeting and budget management
- Reconciliations
- Authorization of payments documents
- Managed creditors and debtors to ensure credit policies/agreements are adhered to
- Business Development: prepared and presented business plan for bank use, liaise with banks during credits applications and annual clients review conducted by those banks with credit facilities.
- Management of and updating the company Fixed Assets Register
- Administration: was responsible to head the day to day company operations including marketing and debts collections department, weekly staff meetings, recruitment of new

staffs, handling staff matters and performance, attending customers complaints and other stakeholders in real estate, database management to ensure proper safeguard of company information, drafting various correspondences including letters, notices and inforamatory documents for the company.

→ Managing any other work as may be directed by the Managing Director

Organization: Tanzania Revenue Authority

Position: Customs and Tax Officer

Period: June 2012 to June 2019

I worked under two departments namely Customs and Excise and Domestic Revenue Department in the position of Assistant Customs/Tax Officer and Tax Officer.

Roles, duties and Achievements

- Tax audits (field and desk audit)
- Examinations of returns
- VAT verifications
- Tax assessments and customs valuations
- Tax collections
- EFD usage monitoring
- Enforcements of compliances to tax laws
- Examinations and Inspection of goods before release
- Risk profiling of taxpayer to identify potential areas for tax evasions
- Verify and process tax exemptions/reliefs
- Block management
- Act as immediate officer in charge on absence of the head of the station
- Accounting for revenue collections weekly, monthly, quarterly and annually
- Prepare and submit various reports to top management and other government organs at regional and national level.
- Participating in the regional budget preparation
- Any other duties as assigned by superior

Organization: Kiure Engineering Ltd

Position: Branch Accountant

Period: February to May 2012

Reported to: Financial Controller

Roles, duties and Achievements

- Prepared daily and weekly reports of office and project expenditures
- Handled and managed daily and weekly office and projects cash
- Maintained accuracy accounting records and ensured proper coding of transactions
- Prepared weekly office and project fund requisition from head office
- Keeping of the stock records and periodical stock taking
- Performed banking related activities and reconciliation of bank statement
- Maintained and reconciled customers' & suppliers' ledgers
- Prepared monthly payroll
- Prepared branch monthly financial reports
- Prepared VAT returns
- Handled logistics issues

- Ensured timely and appropriate distribution of materials to construction projects
- Conducted monthly analysis of expenditures and significant variances between approved estimates and actual expenditures and reporting the reasons for identified variances
- Any other duties as assigned by the Financial Controller.

Organization: Just Water Tanzania Ltd

Position: Assistant Accountant

Period: September 2011 to January 2012

Reported to: Senior Accountant

Roles, duties and Achievements

- Prepared daily and weekly report of sales and expenditures.
- Was responsible to receive orders, ensure delivery, follow up on customers' payments & entering cash receipts and disbursements data in accounting system.
- Maintained accuracy accounting records
- Maintained petty cash.
- Compiled monthly payroll data.
- Performed cost and profitability analysis of the products.
- Performed variance analysis and reported to Senior Accountant.
- Keeping of the stock records and daily stock taking.
- Processed customer invoices and reconciliation of customer balances.
- Maintained suppliers' invoices and reconciling the account due to them.
- Reconciled bank statements.
- Prepared statutory returns like Value Added Tax, Pay As You Earn Tax, Service Development Levy and social security contribution.
- Any other duties as assigned by the Senior Accountant.

Key Professional Skills & Competencies:

- Communications skills - Ability to communicate and present confidently, clearly, expressively both orally and in written form. Good report writing and presentation skills. Ability to fluently read, write, speak and understand both English and Swahili.
- Management skills - Accustomed to working with senior management and management of team.
- Strong interpersonal skills to work and fit in different cultural diversities.
- Demonstrated knowledge and skills in accounting, finance, taxation, internal control, human resources, procurement, operations management and other management support functions and can give guideline/advises to corporations, individuals and professionals.
- Excellent leadership skills including the ability to manage large budgets.
- Possess excellent customer care, listening and problems solving skills.
- Possession of strong analytical skills and attention to details with the ability to make well thought out decisions.
- Works well with MS Office Suite, business accounting packages, Internet and Email and general computer applications.

Interests, Hobbies and Activities:

I enjoy engaging and playing challenging sports. I also enjoy exercising to keep fit also as a relaxation therapy. I like to spend leisure time exchanging ideas with family and friends

particularly on entrepreneurship, technology, politics and sports. I like reading.

Referees

Please feel free to contact the under mentioned in regard to my competence, work ethic, performance and/or any other aspect with respect to me;

Name: CPA, Otavian Kessy Position: Partner & My Professional Mentor Firm: Diamond Financial Services Contact: +255754 310 065 Email: octa@dfs.co.tz	Name: Seif Hassan Position: CEO Firm: The Institute of Internal Auditors Tanzania Contact: +255777 546 009 Email: seif.hassan@iia.or.tz	Name: Mr. Deogratius Shuma Position: Assistant Regional Manager-Audit Organization: Tanzania Revenue Authority Contact: +255754 273 880 Email: dshuma@tra.go.tz
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I **Tilya Stewart Gabriel**, declare that this is my own CV, written to the best of my knowledge, truthfully and honestly. All the information found in this CV explains the reality of my personalities, academic and career life.