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## OBJECTIVE

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I am a very conscientious and enthusiastic individual with accounting and finance background from high school and a Graduate in Accounting/Banking and Finance with GPA of 6.46 over 7 from Victoria University. In addition, I am endowed with effective writing and speaking skills, team work skills and computer skills like using accounting program. Over the 8 years of experience, I have Expert quantification skills including: corporate budgeting, forecasting, strategic and capital expenditure planning, mergers and acquisitions, and managing accounting departments. I have also been key member of bringing innovation to organization and developing new ways of earning income. Despite being qualified in finance, I have also learned basics of metal fabrication online and produced samples as per client needs which were then converted to mass production.

## EDUCATION

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2016 - ACCA (Professional Level-In progress)

2012- 2015 Bachelor of Business (Accounting/ Banking and Finance)  
Victoria University- Melbourne, Australia (Sunway Campus)

2010-2012 A-Level  
Shaaban Robert Secondary School – Dar Es Salaam, Tanzania

2006- 2009 O-Level  
Shaaban Robert Secondary School – Dar Es Salaam, Tanzania

## ACADEMIC ACHIEVEMENTS

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2013 High achievement award in top 15 percent Golden Key International Honour Society

2011 Top five percent in the Terminal Examination held in February  
2011– Form 5  
Shaaban Robert Secondary School – Dar Es Salaam, Tanzania

2010 Top five percent in the Terminal Examination held in June 2010 –  
Form 5  
Shaaban Robert Secondary School – Dar Es Salaam, Tanzania

2009 Best Student: Book-Keeping student for the year 2009  
Shaaban Robert Secondary School – Dar Es Salaam, Tanzania

2009 1<sup>st</sup> Position in Book – Keeping in Pre National examination  
Shaaban Robert Secondary School – Dar Es Salaam, Tanzania

2008 2<sup>nd</sup> Position in Book – Keeping in the Regional Annual  
Examination- Form 3  
Tahossa Dar Es salaam Region

## EMPLOYMENT HISTORY & RECOGNITION

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August 2017 to  
December 2023  
Position:

Director/ Head of finance / Operation

(MAX STEEL LIMITED& Pran Pen corner Limited)

- Managing book of accounts and preparation of financial statement as per IFRS.
- Preparation and presentation of MIS and CAPEX Budgeting.
- Treasury management.
  
- Facilitating of year TAX audit by Revenue Authority.
- Compliance with all local government regulation and authorities.
- Sourcing, managing of importation of Raw materials.
- Review of all importation document ( COC, Mill test reports, Bill of lading, Commercial invoice , Packing list, HS Code)
- Developing new business streams. Converted a steel trading division into metal fabrication unit.

September 2015- July 2017 ( Nexia International)

Position:

Semi senior 3 (2017 Onwards)

Roles performed:

- Involved in planning an audit. These includes performing evaluation of controls in place; performing detailed analytical review; identifying financial statement level risk and assertion level risk.
- Field work –Performing Audit test on income, expenses, receivables, payables, equity, cash and bank & inventory.
- Completion- Preparation of financials, Management letter, Subsequent review. (Experience with multiple sectors specifically Banking, Microfinance institution, NGO's and Schools).
- Consultancy Service- Performed consultancy service for Tanzania Investment Bank for Compliance with African development bank institution regulations.

- The client portfolio includes Tanzania Postal Bank, Regional Air, Redington Tanzania, Sight Savers, Mansoor Daya Chemist, Habib Bank, Consultancy service for Tanzania Investment Bank, Tanzania Womens Bank, CARE international (PKW Project) , Family Health International – Pamoja Tuwalee Program (USAID), Nordic School & Tujjenge Tanzania Limited.

Audit Associate 1 ( 2015-2016)

- Received rising star award for the year 2016.

Roles performed:

- Performed audit of Income, Expense, Assets, Property Plant and Equipment, Cash and Bank, liabilities and Equity.
- Performed Audit planning for small clients.
- Preparation of Management letter.
- Performed accounting consultancy for clients.

February 2012 – June 2012

Parrot Garage

Position: Trainee accountant

Task:

- Preparing cash receipts
  - Preparing Sales invoice
  - Preparing Staff payroll
  - Filing documents

#### COMPUTER SKILLS

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- Advance Microsoft Office Applications
- Tally accounting programme
- Windows 2000, XP, Vista, Windows 7, Windows 8
- Equinox Banking Software
- Pibas Banking software
- SAP accounting program

## INTEREST, PERSONAL ACTIVITIES AND CO - CURRICULAR ACTIVITIES

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- Gym
- Travelling
- Reading articles
- Watching Sports
- Social Work
- Published Magazine for school –FIKARA 2010
- Committee member of Victoria university Business club , Sunway campus
- Online forex trading

## LANGUAGES

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- English
- Hindi
- Gujarati
- Swahili

## REFERENCES

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