

JULIETH AMOS MAJULE

Address: 02 Amazon St., Ununio, Dar es Salaam, Tanzania. **Mobile No:** +255 762 835 321

E-mail: julieth.majule@gmail.com

CAREER PROFILE Finance and Accounting professional with a demonstrated history of working in the oil and energy, and logistics industry. Self-motivated and performance-oriented with broad skills in cost control, budgeting, financial reporting, business analytics, project and event management and strategic planning.

CAREER OBJECTIVE To obtain a Reporting or Analyst role, where I can put my broad skills to work and help the company achieve its objectives and goals.

WORK EXPERIENCE **Reporting Officer – East African Logistics Services (Main Logistics Contractor EACOP), Jan 2024 - Current**

- Reporting, analysing and processing qualitative and quantitative data related to C& F operations on the EACOP project.
- Daily preparation of Transit Order level reports with details on all shipments.
- Prior planning of shipment movement dates in relation to the lead time set by the client, and daily analysis of actual movement dates versus the plan to avoid delays.
- Daily monitoring and tracking of shipment on arrival, to avoid incurring demurrage costs.
- Liase closely with offshore and onshore team to ensure capturing of correct data and events on all shipments.
- Weekly preparation of Pipes dashboard showing status of pipes movement at different sites and locations.
- Preparation and presentation of Business review files, showing performance in relation to various KPIs set.
- Actively engage in finding continuous improvement initiatives to create efficiency in the capturing of important events.

Controlling Assistant – TotalEnergies Tanzania, Oct 2022–Dec 2023

- Monthly analysis, reporting and Invoicing of costs related to TotalEnergies seconded staff to the EACOP project.
- Reporting, Controlling and Optimization of the Affiliate’s fixed and capital expenditure for each respective department.
- Monthly preparation of Journal vouchers for prepayment and accruals.
- Technical approver of purchase requisitions in the ARIBA/ E-procurement system, to check the authenticity of the purchase and allocated budget.
- Preparation of annual budget and 10-year Long term plan.
- Assist business channels with seasonalization of their allocated yearly budget.

Controlling Assistant Trainee – TotalEnergies Tanzania, March 2021–Sept 2022

Operating and Capital Expenditure

- Reporting, Controlling and Optimization of the Affiliate’s fixed and capital expenditure for each respective department.
- Responsible for preparation of monthly and quarterly meetings with the Management committee to discuss each department’s performance.
- Daily analysis of posted entries to make sure that they have been posted in the relevant General ledger accounts and cost centres.
- Monthly follow up on liquidation on investment projects to make sure that they are within budgeted liquidation.

Stock analysis and control

- Daily analysis on fuel products’ costs and stocks considering impact of temperature and density.
- Daily monitoring of stock movement between different plants and propose reception of incoming vessels.
- Proposal on transfers and reception of stock in different plants for replenishment, to meet each sales team needs.
- Daily preparation and analysis of cost of Stock effect in relation to EWURA CAP prices for Network stations and General Trade.
- Conduct month end stock count at Blending plant, depots and Network stations on fuel and non-fuel products.
- Daily preparations and analysis of margin and sales report.

Business processes

- Assist with unblocking blocked purchases and investment orders in SAP cockpit.
- Creation and modification of cost and profit centres in SAP.
- Make necessary adjustments on purchase requisitions in Eproc procurement system.
- Tracking and Reallocation of expenses and revenue to correct cost/ profit centres and accounts.

EDUCATION

UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG (2018- 2020)

Bachelor of Commerce (Accounting)

FEZA GIRLS’ HIGH SCHOOL, DAR ES SALAAM (2015 - 2017)

Awarded Advanced Certificate of Secondary Education Examination

BARBRO JOHANNSON SECONDARY SCHOOL, DAR ES SALAAM (2011 – 2014)

Awarded Certificate of Secondary Education Examination

AWARDS AND MEMBERSHIPS

Golden Key International Honour Society (member)

Being among the top 15% performers in the Bachelor of Commerce in Accounting programme. (2018 & 2019)

Academic excellence certificate (University of the Witwatersrand)

For obtaining distinctions in Accounting, Business statistics, Macroeconomics and Computational Mathematics (2018)

Certificate of merit (Faculty of commerce, University of the Witwatersrand)

For being among the Top 10% best performers in Computational and Applied Mathematics (2018)

ADDITIONAL INFORMATION

Technical skills

- Knowledge in Computerized Accounting packages (SAP)
- ARIBA (Procurement tool)
- Computing skills in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Microsoft Power Bi
- Advanced Macro Excel skills

Leadership skills

- Cost Agility Programme project manager.
- Served as a Sports & Entertainment minister at Feza Girls' Secondary School

Language

- English & Swahili

Other Interests

- Basketball, outdoor activities, networking
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TRAININGS AND WORKSHOPS

Advanced Excel training Workforce Management & Consulting, *August 2022*

SAP training TotalEnergies Group, *November 2021*

Financial Control Training, TotalEnergies Kenya, *November 2021*

SAGE Pastel Accounting, University of the Witwatersrand, *March 2019*

OTHER QUALIFICATIONS

CPA(T) Final level candidate – Currently sitting for exams to obtain the Certified Public Accountant qualification.

REFEREES

Ally Omary

Business Process Implementer

TotalEnergies Tanzania

+255 699 001 059

Ally.omary@totalenergies.com

Nicholaus Mathew Luoga

Youth Program Assistant

The Jakaya Mrisho Kikwete Foundation

+255 759 506 122

Nicholaus.luoga@jmkfoundation.org

Ezekiel Ngitoria Lengaram

Sessional lecturer

School of Computer Science Applied Mathematics

University of the Witwatersrand

+27 61 092 5321

Elengaram87@gmail.com
