

# ISAACK M ABEL

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## PERSONAL DETAILS

**Languages:** English, Swahili | **Nationality:** Tanzanian | **Gender:** Male | **Marital Status:** Single

## PROFESSIONAL SUMMARY

Results-driven and detail-oriented professional with over 4 years of experience, holding a Bachelor's degree in Accounting and Finance in the Business Sector and a Diploma in Accountancy. Equipped with a strong foundation in financial principles, accounting practices, and business management. Demonstrated ability to analyze complex financial data, ensure compliance with regulations, and optimize financial processes for organizations. Skilled in financial reporting, budgeting, cost analysis, and risk assessment. Proven track record of 5 years of experience in accuracy, integrity, and confidentiality in handling financial information. Excellent problem-solving and communication skills, with the ability to collaborate effectively in cross-functional teams. Committed to delivering high-quality work and contributing to the financial success of an organization. Seeking a challenging position where I can leverage my experience, knowledge, and skills to drive financial performance and support business growth.

## KEY SKILLS AND COMPETENCIES ACQUIRED

- **Financial Analysis:** Proficient in analysing financial data and generating meaningful insights.
- **Investment Analysis:** Proficient in analysing investment opportunities and evaluating their potential returns and risks.
- **Portfolio Management:** Experienced in managing investment portfolios and optimizing asset allocation strategies.
- **Cash Flow Management:** Skilled in effectively managing cash flows to ensure liquidity and optimize financial resources.
- **Financial Modelling:** Proficient in building financial models to support decision-making and forecasting.
- **Valuation Techniques:** Knowledgeable about various valuation methods used in finance, such as discounted cash flow (DCF) analysis and comparable company analysis (CCA).
- **Merger and Acquisition Analysis:** Experienced in conducting financial due diligence and analysing the financial impact of mergers and acquisitions.
- **Capital Budgeting:** Skilled in evaluating investment projects and determining their financial viability through techniques like net present value (NPV) and internal rate of return (IRR).
- **Data Analysis:** Proficient in utilizing data analysis techniques to extract insights and support financial decision-making.
- **Strategic Planning:** Experienced in contributing to the development of financial strategies and long-term financial planning.
- **Leadership and Team Management:** Skilled in leading teams and effectively managing resources to achieve financial goals.
- **Continuous Learning:** Committed to staying updated with industry trends, regulations, and best practices in finance.
- **Presentation Skills:** Proficient in delivering clear and concise financial presentations to stakeholders and senior management.

## PROFESSIONAL EXPERIENCE

### ASSISTANT FINANCE OFFICER

Uongozi Institute | February 2023 – to date

#### Duties and Responsibilities

- Manage the organization's financial operations, including budgeting, forecasting, and financial reporting.
- Prepare and monitor annual budgets, ensuring alignment with strategic goals and financial sustainability.
- Prepare accurate and timely financial reports, including income statements, balance sheets, and cash flow statements, in compliance with regulatory requirements and organizational policies.
- Manage accounts payable and receivable, process invoices and payments, and ensure proper documentation and approval for all financial transactions.
- Monitor cash flow, prepare cash flow forecasts, and manage cash resources to ensure adequate funds for operational needs.
- Assist in managing financial aspects of grants and donor-funded projects, including budgeting, expenditure tracking, and preparation of donor reports.
- Implement and maintain strong internal controls to safeguard assets, ensure accuracy of financial data, and prevent fraud or misappropriation.
- Coordinate and support internal and external audits, ensuring compliance with audit requirements and addressing audit findings in a timely manner.
- Develop and implement financial policies and procedures, ensuring adherence to best practices, transparency, and accountability.
- Conduct financial analysis to support decision-making, including cost-benefit analysis, variance analysis, and financial performance assessments.
- Ensure compliance with tax regulations, prepare and file tax returns, and liaise with tax authorities as required.
- Utilize financial software and systems to streamline financial processes, maintain accurate records, and generate relevant financial reports.
- Preparation of monthly Bank reconciliations.
- Prepare Petty Cash and Petty Cash reconciliation.

### PROJECT ACCOUNTANT

Women in social Entrepreneurship under plan International Project funded by BMZ Germany | April 2021 – April 2022

#### Duties and Responsibilities

- Managed project finances, including budgeting, forecasting, and financial reporting.
- Assisted in the preparation of project budgets, ensuring alignment with project objectives and compliance with donor guidelines.
- Monitored project expenses and transactions, ensuring adherence to approved budgets and financial guidelines.
- Tracked project expenditures, reviewed supporting documents, and verified their accuracy

and eligibility for reimbursement.

- Prepared accurate and timely financial reports for submission to the donor, including interim financial reports and final project financial statements.
- Ensured compliance with donor regulations, policies, and reporting requirements throughout the project lifecycle.
- Supported the financial management of grants received for the project, including reviewing grant agreements, monitoring fund disbursements, and preparing grant-related reports.
- Assisted in facilitating internal and external audits related to the project, providing necessary financial documentation and addressing audit queries.
- Managed project cash flow, including cash requests, disbursements, and reconciliations, to ensure availability of funds for project activities.
- Implemented and maintained effective financial controls, including segregation of duties, to safeguard project assets and ensure the accuracy of financial data.
- Provided training and support to project staff on financial management procedures, policies, and donor compliance.

## **ASSISTANT ACCOUNTANT**

Sokoine University of Agriculture | March 2020 – March 2021

### **Duties and Responsibilities**

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- Assisted in preparing and maintaining financial records, such as accounts payable and accounts receivable ledgers.
- Supported the preparation of financial statements, including income statements, balance sheets, and cash flow statements.
- Assisted in monitoring and reconciling bank statements, ensuring accuracy and resolving any discrepancies.
- Helped in the preparation of budget forecasts and cost analysis reports, providing insights for financial planning and decision-making.
- Assisted in conducting periodic audits to ensure compliance with financial policies and procedures.
- Supported the management of petty cash and reimbursement processes, maintaining proper documentation.
- Assisted in the preparation of payroll, ensuring accurate and timely processing of employee salaries and benefits.
- Contributed to the preparation of tax filings, including income tax and value-added tax returns.
- Assisted in managing vendor and supplier relationships, including invoice processing, payment verification, and resolving payment issues.
- Participated in financial data analysis, providing insights to improve financial performance and efficiency.
- Assisted in conducting inventory management, recording and reconciling stock movements.
- Supported the implementation and utilization of financial software systems for efficient data management and reporting.

## **GRANTS OFFICER**

Women in social Entrepreneurship (WISE)Funding Farmers Organizations Funded by Alliance for a Green Revolution in Africa (AGRA) Tanzania | July 2019 – March 2020

### **Duties and Responsibilities**

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- Managed the entire grants cycle, including proposal development, grant application review, and award administration.
- Ensured compliance with AGRA's grant guidelines, policies, and procedures, as well as relevant regulatory requirements.
- Evaluated grant proposals received from farmers' organizations, assessing their alignment with funding criteria, and making recommendations for approval or rejection.
- Monitored grant-funded projects to ensure progress, adherence to project plans, and achievement of expected outcomes.
- Oversaw financial aspects of grants, including budget development, disbursement of funds, and financial reporting.
- Provided technical support and capacity-building assistance to farmers' organizations, helping them strengthen their financial management and reporting systems.
- Prepared timely and accurate grant reports, including financial reports, progress updates, and impact assessments, to AGRA and other stakeholders as required.
- Cultivated and maintained effective relationships with grant recipients, fostering open communication and providing guidance and support throughout the grant lifecycle.
- Identified and addressed potential risks associated with grant-funded projects, implementing mitigation strategies as necessary.
- Maintained comprehensive and organized records of grant applications, agreements, reports, and correspondence.
- We dealt with Village Land Act of 2004 and 2005.
- Voted book Financial Management system knowledge

## **ASSISTANT ACCOUNTANT IN FINANCE DEPARTMENT**

Intern training at Sokoine University of Agriculture | October 2018 – March 2019

### **Duties and Responsibilities**

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- Assisted in preparing financial records and documentation, such as invoices, receipts, and vouchers.
- Supported the maintenance of financial databases and filing systems to ensure accurate and organized record-keeping.
- Assisted in reconciling financial statements and bank accounts to identify any discrepancies or errors.
- Helped in processing accounts payable and accounts receivable transactions, ensuring timely and accurate payments and collections.
- Assisted in preparing financial reports, including income statements and balance sheets, for internal and external stakeholders.
- Supported the preparation of payroll and employee expense reimbursements, ensuring compliance with policies and regulations.
- Assisted in conducting financial data entry and data verification to maintain accurate and up-to-date financial records.

- Participated in inventory management activities, such as tracking stock levels and conducting periodic stock reconciliations.
- Assisted in budget preparation and variance analysis to provide insights into financial performance and resource allocation.
- Contributed to the implementation and utilization of financial software systems for efficient data management and reporting.
- Supported the completion of financial audits and compliance reviews, providing necessary documentation and assistance.
- Assisted in performing general administrative tasks related to the finance department, such as filing, scanning, and organizing documents.

## EDUCATION

**2016 – 2019:** Bachelor of Accounting and Finance in Business Sector at Mzumbe University.

**2013 - 2015:** Diploma in Accountancy at college of Business Education.

**2012 - 2013:** Basic Technician Certificate in Accountancy at college of Business Education.

**2008-2011:** Certificate of Secondary Education Examination (CSEE) at Sangu Secondary School.

## TRAINING/SKILLS

- Customer care handling technique
- Entrepreneurship
- Financial Report writing
- Communication skills
- Inventory Management
- Analytical Skills
- Auditing
- Compliance
- Risk Management
- Payroll
- Knowledge of Tax regulation and Compliance
- Budgeting
- Account Payables/Receivables
- Asset Management
- Inventory Accounting

## REFEREES

- 1. Deogratias Usangira**  
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- 3. Dr Astronaut Bagile**  
 Executive Director

