

ALIENA DHALLA

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Dar Es Salaam, Tanzania

Accounting professional with over 7 years of experience acknowledged for reliability, integrity and quicklearning ability. Prompt and an eager learner with acute attention to detail, and a consistent track record of identifying process improvements to drive quality, accuracy and efficiency. Enthusiastically seeking role in which strong work ethics and resourceful nature will be highly valued.

WORK EXPERIENCE:

MARCH 2017 – PRESENT

SENIOR ACCOUNTANT- TANZANIA PRINTING SERVICES LTD (Bharwani Group of Companies)

Duties Performed:

- Compiling comprehensive sales and collection reports for management evaluation
- Conducting daily bank reconciliations while crafting precise cash flow assessments for the company.
- Skillfully handling payroll management and ensuring adherence to all statutory obligations together with processing staff salaries.
- Expertly managing the filing of essential statutory taxes: NSSF, WCF, Corporate Tax, SDL, PAYE, and VAT.
- Recognizing of financial records in the system and ensuring they are correctly posted in its relevant ledgers.
- Costing for Import purchases and verifying all documentation to ensure costing is recognized in the system.
- Preparation of Payments to suppliers/other payables in forms of cheques and online bank transfers.
- Managing the Accounts Receivables & Payables ledger meticulously, conducting monthly reconciliations, and resolving discrepancies promptly to ensure alignment with the Balance Sheet.
- Reconciliation of Profit and loss & Balance sheet items with sub-ledgers.
- Assist the Finance Manager in budget preparation, monitoring and reviewing on monthly basis.
- Assist the Finance manager in Preparation of management accounts for the company.
- Assisting the Finance manager on both Internal and External audits.
- Assist in preparation of Quarterly board reports and year-end audits.
- Handle TRA queries regarding VAT taxes and other matters with meticulous reconciliations and documentation.

SEPT 2014 – FEB 2017

ACCOUNTS EXECUTIVE – DESKTOP PRODUCTIONS LTD, DAR ES SALAAM (TANZANIA)

Duties Performed:

- Meticulously crafting and reviewing sales invoices, while conducting thorough reconciliations with Z reports.
- Vigorously pursuing credit customers to secure prompt collection of funds.
- Skillfully preparing payroll and meticulously managing the payment of statutory taxes associated with it.
- Conducting daily bank reconciliations and cashflow preparation.

- Precisely reconciling petty cash and daily cash collections to ensure seamless alignment with the system.
- Thoroughly validating suppliers' banking details and invoices before executing payment preparations.
- Systematically posting daily entries pertaining to purchases, sales, and banking transactions.

MARCH 2014 – AUGUST 2014

ACCOUNTS EXECUTIVE – CI GROUP LTD, DAR ES SALAAM (TANZANIA)

Duties Performed:

- Prudently managing daily petty cash and meticulously reconciling the daily float.
- Systematically recording local and import purchases in the system following thorough verification against GRN.
- Proficiently handling customer invoicing while catering to their specific requirements.

EDUCATION:

PRESENT

ACCA, FINANCIAL TRAINING CENTRE, DAR ES SALAAM
Currently undergoing (completed 8/13) papers of ACCA

Advance Diploma in Accounting and Business (ACCA), FINANCIAL TRAINING CENTRE, DAR ES SALAAM

CAT, FINANCIAL TRAINING CENTRE, DAR ES SALAAM
Completed Full course of Certified Accounting Technician.

JANUARY 2010-DECEMBER 2013

NECTA O-LEVEL DIPLOMA, SHAABAN ROBERT SEC SCHOOL, DAR ES SALAAM Special courses – Bookkeeping, Commerce & Computer Studies.

KEY SKILLS:

- Experienced in utilizing accounting packages like TALLY for efficient financial management.
- Proficient in standard office computer applications, showcasing advanced Excel skills including Vlookups and Power Pivot for data analysis and reporting.
- Demonstrated ability to work effectively under pressure, consistently meeting deadlines in demanding work environments.
- Possesses excellent communication skills, ensuring clear and efficient exchange of information within the team and with external stakeholders.
- Experienced in electronic and internet banking, contributing to streamlined financial transactions and operations.
- Exhibits excellent letter writing skills, demonstrating clarity and professionalism in written communication.
- Fluent in English, Swahili, and Gujrati, enabling effective communication with a diverse range of stakeholders.
- Ability to work independently and ensure completion of task.

REFERENCES:

- **Mehjabeen Mohamed**
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