


CURRICULUM VITAE

FRANK M. MENDOZA

Date of Birth: 26 June 1989 | **Profession:** Accountancy and Finance Management

CONTACT

 Dar es Salaam, Tanzania

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 mendozaf925@gmail.com

SKILLS

Systems Applications & Products
in Data Processing (S.A.P)
Microsoft Office Applications
ERP Oracle Fusion
ERP Navision
ERP Incadea
Formal Communication
Cost Cutting

EDUCATION

POSTGRADUATE DIPLOMA
Accountancy
Tanzania Institute of Accountancy
Dar es Salaam | 2010 to 2011

ADVANCED DIPLOMA
Accountancy
Tanzania Institute of Accountancy
Dar es Salaam | 2007 to 2010

CERTIFICATE
Higher Govt. Std. of Accountancy
Tanzania Public Service College
Dar es Salaam | 2006 to 2007

SECONDARY EDUCATION
Ordinary Certificate of Sec. Edu.
Dar es Salaam Baptist School
Dar es Salaam | 2003 to 2006

CV for Frank M. Mendoza
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PROFILE

An extensively experienced and registered accountant with an outstanding knowledge on all matters pertaining to financial and accounting activities.

Possesses a keen eye in cutting down costs and preventing unnecessary expenditure. Very comfortable with working with various accounting software. Can manage suppliers and all payments associated with them. Calm under pressure and enjoys working in collaboration with others.

PROFESSIONAL EXPERIENCE

Payable Accountant at Kioo Limited Dar es Salaam - Tanzania, April 2018 to date

Selected Contributions:

- On a weekly basis, prepares and reconciles local and foreign suppliers. The same applies to staff on imprest, loans and mid-month advance salary. Reconciles processed work by verifying entries and comparing system reports.
- Ensures only correct payments are made and reasonable expenditures are carried out. Keeps track of all other payments and expenses including payroll, purchase orders, invoices, and statements.
- Prevents the Company from making random payments by verifying all requests, expense reports and pay checks or online payments. Also, professionally manages imprest reimbursement and retirement to employees.
- Provides reliable payment circle by scheduling paychecks for the vendors. Makes effective follow ups to get payments for all outstanding credit and maintains strong relationship with the vendors.
- Accurately prepares analyses of accounts and produces monthly reports. Maintains and innovate ways to improve the payment process of the Organization while maintaining historical records.

Executive Accountant at Tata Africa Holdings Tanzania Limited Dar es Salaam - Tanzania, June 2014 to April 2018

Selected Contributions:

- Timely, prepared financial reports as per IFRS & GAAP principles. Prepared monthly management reports, annual reports, reviewed departmental budgets and managed end-year processes such as taxation and provisions.
- Prevented the Company from bogus payments by reviewing and certifying all payment requests prior to approval by financial controller.
- Carried out monthly general ledger reconciliation as well as bank reconciliation. Prepare payments of duty and VAT for imported goods.
- Performed variety of accounting duties such payment of salaries and managing petty cash float. Kept vote accounts, issued cheques, and preparation of income and expenditure statements as per financial regulations.
- Made Company comply to the laws by processing statutory deductions such as taxes, pensions funds, PAYE and others and remitted to finance department for pay-outs.

EXPERTISE

Public Accounting
Financial Reporting
Financial Accounting
Taxation
Financial Auditing
Vendor Relations Management
Bank Reconciliation
Financial Budgeting

ACCREDITATION

CPA Accreditation

NBAA - Tanzania
Intermediate Level – On-going

ACCA Accreditation

Registration number 031562
On-going

REFERENCES

Mr. Stephen M. Lyapa

Zonal Accountant
National Food Reserve Agency
+255 717 913 351
s.lyapa@yahoo.com

Mr. Kamana Mlenda

Accountant
PPRA
+255 713 500 581

Mr. Paul D. Pauline

Senior Accountant
Tata Africa Holdings Tanzania
+255 686 473 251
paul.pauline@tata.co.tz

EXPERIENCE CONTINUED...

Accountant at Chemi Cotex Industries Limited Dar es Salaam - Tanzania, April 2012 to June 2014

Selected Contributions:

- Protected the Company from fake invoices by verifying them, verified imprest forms and payment vouchers before submitting them to the Head of Accounts Department through the ERP system.
- Worked closely and provided support to the chief accountant to formulate, review, and amend budgets. Analyzed departmental functions to develop more efficient procedures in the use of resources.
- Ensured that staff payroll administration is verified for accuracy, properly processed and that all statutory payments such as PAYE, SDL, and NSSF are timely made.
- Managed Company's bank accounts and their balances. Conducted monthly bank account reconciliations, foreign exchange management and cash flow management.
- Properly filed financial documents while ensuring information is up to date and accurate. Managed the stock system, through ordering of stock items and maintained the stock ledger.
- Prepared tax cash invoices/tax credit invoice to customers through E.R.P system. Maintained daily settlements and loaded sheets of routine sales by E.R.P system.

OTHER POSITIONS

Accountant Trainee at Kinondoni Municipal Council Dar es Salaam - Tanzania, June to September 2010

Audit Trainee at Tanzania Institute of Accountancy Dar es Salaam - Tanzania, March to June 2010

Accountant Trainee at National Food Reserve Agency Dar es Salaam - Tanzania, July 2009 to February 2010

Affiliation:

- Member at Tanzania Institute of Accountancy Accounting Association (TIAACA)

Training

- **Auditing Principal and Accountancy** at Tanzania Institute of Accountancy (T.I.A) – Dar es Salaam, November 2009
- **Accountancy Procedures** by Tanzania Institute of Accountancy (T.I.A) – Dar es Salaam, June 2008