

CURRICULUM VITAE

MR. JITESH MAHENDRA SOLANKI

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Synopsis: To provide solid executive expertise in the capacity of a Financial Controller or such. Also, to provide leadership and key analytical approaches aimed at optimal productivity of the organization beyond Financial aspects. Oversee the core underlying Accounting and Financial aspects for its utmost performance and desired results in the best interest of the organization.

Key Attributes (not limited to):

- Seasoned Accounting Professional in various industries.
- Budgets and Forecasts for strategic planning.
- Taxation and other statutory obligations.
- Handling statutory audits and liaison with the relevant authorities.
- Internal Auditing, supervision, and team management.
- Financial, Cost and Management Accounting (MIS Reports)
- Negotiate with Bank for line of credits and provide underlying reports.
- Advanced MS Office skills for preparing various templates and reports.

Higher Education Qualifications:

- Masters of Business Administration – Finance (MBA in Finance), *ongoing*
- Managerial Accounting, *ongoing*
- Postgraduate BTEC Level 7 Extended Diploma in Strategic Management and Leadership, 2023
- ACCA – Professional Level, 2005
- Other Achievements – Certified Criteria Cognitive Report, scored 88%

Academic Education:

School: Shaaban Robert Secondary School

Level: “O” Level, 2002 - Division II

Level: “A” Level, 2005 - Division II (Economics, Commerce and Accountancy)

Work Experience:

Organization: Aptus Solutions Ltd (Internet Service Provider)

Duration: April 2023 – May 2024

Designation: Deputy Finance Manager

- Liaising and reconciling bulk transactions with banks and other payment platforms.
- Managing Accounts receivable and Accounts payable.

- Treasury management and planning.
- Inventory utilization reports, setting parameters for re-ordering and replenishment.
- MIS reports with accruals and prepayments.
- Financial Accounting with statutory management, controls, and tax planning.
- All other accounting and financial aspects necessary for proper record keeping and accounting.
- CRM – Servicing clients with various needs and requirements.

Organization: East African Starch Ltd (Manufacturing Company)

Business Activity: Starch processing

Duration: June 2021 till October 2022

Designation: Financial Controller

- Prepare operational budgets on a weekly basis against the set forecasts.
- Lead the finance team in co-ordination with other departmental heads.
- Design and implement SOPs to ensure all the accounting aspects are properly executed.
- Liaison with Bank for negotiating line of credits for various facilities.
- MIS reports to ascertain various trend analysis such as sales, products, etc
- Design templates in spreadsheet to record transaction movements for system control purpose.
- Daily monitoring and ensuring of correct accounting treatment in books of accounts.
- Periodic internal auditing of the accounting records and documentation.
- Design the framework to co-ordinate all the departments in data collecting for performance management and review.
- Present and advise the management of the viability and potential growth of the business.
- Ensure all the taxes are properly computed and complied with the deadlines.
- Prepare monthly management accounts and cash flows to ensure all the receivables are timely collected and all the obligations are timely paid.

Organization: Tanzania Printing Services Ltd (Manufacturing Company)

Business Activity: Paper Converter

Duration: April 2015 till May 2021

Designation: Head of Finance

- Delegating accounting duties to the team members and ensuring completeness.
- Verification of statutory payments and returns and ensure compliance.
- Preparation of budgets and forecasts and monitoring Company's treasury.
- Inventory management including monitoring of stock movements.
- Verification and approval of payroll and disbursements.
- Reviewing and planning of Account receivables and payables and authorize payments.
- Supervision of data input in accounting system to enhance MIS report accuracy.
- Analyzing and execution of internal controls and systems.
- Monitoring Banks and reconciliations.

Organization: Ashton Media Ltd (Advertising Agency)
Business Activity: Outdoor and Digital advertising service
Duration: August 2011 till February 2015
Designation: Finance Manager

- Coordinate and direct the preparation of budgets, financial forecasts, and report variances.
- Prepare and publish timely monthly financial statements and reports to the management.
- Reconcile bank transactions and prepare regular cash flow forecast reports.
- Manage all accounting operations including billing, debtors, creditors etc
- Oversee the day-to-day transactions of the Company.
- Assist with data entry on accounting system.
- Review data on a regular basis and process adjustments if necessary.
- Monitor customer payments and follow up on late payments and irregularities.
- Check data for monthly payroll and process the same on a timely basis.
- Reconcile accounts for month-end and year-end processes for internal and external audit.
- Prepare taxation, file returns, and arrange timely payment of taxes and contributions.
- Research technical accounting issues and tax law updates for compliance.
- Ensure proper documentation of financial transactions and financial reporting.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls in the department to ensure productivity.

Organization: Startel Tanzania Ltd – Raha, (Service Industry)
Business Activity: Internet Service Provider
Duration: November 2006 to July 2011
Designation: Accountant

- Manage Account Receivables and Account Payables.
- Preparing payroll and ensure all the employment taxes are paid accurately in a timely manner.
- Responsible for authorizing petty cash transactions and querying of the same.
- Responsible for all internal and external correspondences.
- Responsible for preparing financial reports, budgets, and financial forecasts.
- Ensure that all statutory obligations are paid accurately and on a timely basis.

Personal Information:

D.O.B: 25th June, 1986
Nationality: Tanzanian
Languages: English, Kiswahili, Gujarati & Hindi.